Sample 4
Assessment Strategy

Note: The following example refers to the TDT97 Transport and Distribution Package now superseded by TDT02[2]

Source: Learning and Assessment Strategies – resources guide, Australian National Training Authority (ANTA), 2002

Figure 6: Sample delivery and assessment strategy — Option 2

Name of RTO	Logistics Training Australia		Page 1 of 4
Delivery period	1.1.2002 — 31.12.2005		
Code and title of qualification	TDT20197 — Certificate II in Transport and Distribution (Warehousing)		

Units of competency	Code	Title	Core/Elective
	TDTD197A	Shift materials safely	
	TDTD297A	Use manual handling equipment	
	TDTE397A	Participate in workplace communication	
	TDTE597A	Carry out workplace calculations	
	TDTF197A	Follow OH & S procedures	
	TDTF297A	Conduct housekeeping activities	
	TDTG197A	Work effectively with others	
	TDTA11GA	Package goods	
	TDTA1297A	Pick and process order	
	TDTA1397A	Receive goods	
	TDTA1497A	Use product knowledge to complete work operations	
	TDTA2097A	Replenish stock	
	TDTA2197A	Dispatch stock	
	TDTA2297A	Participate in stocktakes	
	TDTI297A	Apply customer service skills	
	TDTD10A97	Operate a forklift	

Client(s)	The key clients for this qualification are potential new entrants to the industry who require a broad orientation to the industry. This group may include: ■ school leavers ■ unemployed workers ■ recent migrants ■ those wishing to gain entry to a different industry sector.

Delivery and assessment arrangements	**Duration** The program is delivered over a period of twenty weeks. **Organisation** The sixteen units of competency in the qualification have been organised into an off-the-job training program that comprises three "general work skills" modules and four "industry-specific skills" modules. The program is organised so that candidates are provided with background information on general skills such as OH & S in the "general work skills" modules and are given the opportunity to apply these skills in the "applied industry skills" modules. For example, TDTF197A Follow OH & S Procedures appears in both the general work skills module — occupational health and safety — and the applied industry skills module — forklift operations. It is only when the candidate successfully completes both modules that he or she is deemed competent in the unit of competency TDTF197A Follow OH & S procedures. The alignment between the units of competency and the training program appears on the following page.

Delivery and assessment arrangements (continued)	**Alignment with units of competency**		

	Program Area	**Unit(s) of Competency**
General work skills	Occupational health and safety	TDTF197A
	Workplace communications and calculations	TDTE397A TDTE597A TDTI297A TDTG197A
	Materials handling	TDTD297A TDTD197A
Applied industry skills	Processing orders	TDTA11GA TDTA1497A TDTA1397 TDTA1297A TDTI297A
	Handling stock	TDTA2097A TDTA2197A
	Stocktaking	TDTF297A TDTA2297A TDTE397A TDTG197A TDTE597A
	Forklift operations	TDTD10A97 TDTF197A

Delivery modes

This program is delivered entirely off-the-job at the organisation's Logistics Skills Training Centre through a combination of face-to-face trainer-led theory classes and practical sessions involving small-group and individual activities.

Candidates are provided with training manuals for each module, which include all materials used in the training sessions, assessment materials (other than tests) and reference materials.

Evidence-gathering techniques — the numbers on this chart refer to the documented evidence-gathering techniques that are used in each module.

Program area	A	B	C	D	E	F	G	H
Occupational health and safety					1		2	
Workplace communications and calculations			3	4				
Materials handling	5							
Processing orders	6	7						
Stocktaking	8							9
Handling stock	10					11		
Forklift operations	12						13	

KEY	**A** Demonstration	**C** Interview	**E** Role play	**G** Written test
	B Questioning	**D** Scenario — problem solving	**F** Case study — fault finding	**H** Critical incident report

Schedule

Delivery and assessment arrangements (continued)	

The training program is conducted over a twenty-week period. The shaded areas show the weeks in which particular modules are delivered.

The numbers refer to scheduled evidence-gathering techniques. These numbers indicate:

- when the evidence-gathering technique will take place, i.e., evidence-gathering technique 3 occurs in week 3
- the module that is being assessed, e.g., evidence-gathering technique 3 is focused on workplace communications and calculations
- the type of evidence-gathering technique, e.g., by referring to the table of evidence-gathering techniques it can be seen that technique 3 is an interview.

Week	Program structure		
1	Workplace communications and calculations		Occupational health and safety 1
2		Materials handling	2
3	3		
4		5	Handling stock
6			
7			10
8		Processing orders	11
9	4		
10			
11		6	
12	Stocktaking		
13			
14		7	Forklift operations
15	8		
16			
17	9		
18			12
19			
20			13

Name of RTO	Logistics Training Australia			Page 4 of 4	
Delivery and assessment staff	**Program area**	**Staff**	**Delivery/ Assessment**	**Competencies of staff**	
				Technical	**Assess**
	Occupational health and safety	Julie Smith Tom Fredericks	D&A D&A	X X	X X
	Workplace communications and calculations	Julie Smith Toni Mizzi	D&A D&A	X X	X X
	Materials handling	Tom Fredericks	D&A	X	X
	Processing orders	Murray Goldhart	D&A	X	X
	Stocktaking	Gordon Coles	D&A	X	X
	Handling stock	George Smithers	D&A	X	X
	Forklift operations	George Smithers	D&A	X	X

Assessment validation process

The processes used to validate assessment in this program are:

- Program manager meets with representatives from enterprise clients on an annual basis to check that the performance standards required in the program are consistent with industry practice.

- Program manager convenes annual meeting of assessment panel, which comprises subject specialists in OH & S, communications and warehousing and one enterprise representative, to review evidence-gathering tools.

- External facilitator conducts two moderation meetings attended by all assessors. The first meeting, held in week two of the program, confirms the evidence-gathering techniques and the required standards of performance. The second meeting, held one week after the program, focuses on reviewing assessment tools and decisions.

Infrastructure requirements
(A tick indicates that the RTO has the required infrastructure.)

- ☑ All staff, including full-time, part-time and casual staff involved in the delivery and assessment of this qualification, have direct access to the current version of the relevant Training Package, including the appropriate units of competency, assessment guidelines and qualification structure.

- ☑ All staff, including full-time, part-time and casual staff involved in delivering the program, have access to trainer, assessor and candidate support materials relevant to their areas of delivery and assessment.

- ☑ All assessors have access to print and electronic copies of the assessment tools that are used in this program.

- ☑ The RTO has access to staff and training/assessment resources to meet the requirements of candidates with special needs and has an assessment process that incorporates reasonable adjustment procedures.

- ☑ The RTO has reviewed the equipment and facility requirements for each unit of competency in the qualification and guarantees that it has access to the plant and equipment needed to implement the program.

Pathways

All candidates who undertake the Certificate II in Transport and Distribution (Warehousing) are provided with advice on employment and training options. As the program includes two additional units of competency at Certificate II level these may be counted towards the Certificate III in Transport and Distribution under the qualification packaging rules in the current version of the Transport and Distribution Training Package.

Program manager's endorsement:

Date: