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Business Works is a series of training and assessment resources developed for qualifications within the Business Services Training Package.

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| A close up of a logo  Description automatically generated | **Introduction** |
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The assessment tasks for *TAELED803 Implement improved learning practice* are outlined in the assessment plan below. These tasks have been designed to help you demonstrate the skills and knowledge that you have learnt during your course.

Please ensure that you read the instructions provided with these tasks carefully. You should also follow the advice provided in the *Business Works Student User Guide*. The Student User Guide provides important information for you relating to completing assessment successfully.

**Assessment for this unit**

*TAELED803 Implement improved learning practice* describes the performance outcomes, skills and knowledge required to initiate, and implement, practices that support the improvement of learning strategies in an organisational context.

For you to be assessed as competent, you must successfully complete two assessment tasks:

* Assessment Task 1: Report – You must undertake research and present your findings in a report.
* Assessment Task 2: Project – You must work through a range of activities and complete a project portfolio.

| A close up of a logo  Description automatically generated | **Assessment Task 1: Research Report** |
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**Information for students**

In this task, you will research advancement in learning practice and how it can be improved and present your findings in a report.

You will need access to:

* your learning resources and other information for reference.

Ensure that you:

* review the advice to students regarding answering knowledge questions in the *Business Works Student User Guide*
* comply with the due date for assessment which your assessor will provide
* adhere with your RTO’s submission guidelines
* answer all questions completely and correctly
* submit work which is original and, where necessary, properly referenced
* submit a completed cover sheet with your work
* avoid sharing your answers with other students.

|  | **Assessment information**  Information about how you should complete this assessment can be found in Appendix A of the *Business Works Student User Guide*.Refer to the appendix for information on:   * where this task should be completed * how your assessment should be submitted.   *Note*: You must complete and submit an assessment cover sheet with your work. A template is provided in Appendix C of the Student User Guide. However, if your RTO has provided you with an assessment cover sheet, please ensure that you use that. |
| --- | --- |

**Activities**

Complete the following activities:

1. Develop a research report

| Person eating  Document | You are required to develop a report to demonstrate your knowledge of the following:   * An overview of contemporary adult learning practice and current best practice pedagogical approaches to vocational education and training in your industry area (or intended future area). * The application of information and communications technology (ICT) to learning and teaching. * Identification of learning theories and instructional design principles relevant to your learning environment (at least three) and an explanation of how they can improve learning practice. * Various learner styles and how each style can be encouraged to learn more effectively:   + theoretical learners   + pragmatic learners   + activist learners   + reflective learners   + kinaesthetic learners   + audio learners   + visual learners   + tactile learners   + left and right brain learners. * A description of each of the following training techniques, how they can enhance learning for your given industry area and when they should be used:   + instruction and explanation   + questioning   + practice   + written information   + group, pair and team activities   + individual activities   + demonstration. * How learning content and objects can be designed and managed in a way that uses current best practice approaches, promotes engagement and can be reused, modified or adapted as relevant.   Your research must be presented in a report format that uses formal language and style and is presented in a logical order with relevant headings and all research sources must be referenced correctly. Remember to refer to the user guide for guidance on research and written tasks. As a guide, your report will be 5–6 pages. Submit to your assessor for marking. |
| --- | --- |

**Assessment Task 1: Checklist**

| Student’s name: | | | | |
| --- | --- | --- | --- | --- |
| Did the student develop a research report that demonstrates their knowledge of: | Completed successfully? | | Comments | |
| Yes | No |  | |
| An overview of contemporary adult learning practice and current best practice pedagogical approaches to vocational education and training in their current or intended industry area? |  |  |  | |
| The application of information and communications technology (ICT) to learning and teaching? |  |  |  | |
| Identification of learning theories and instructional design principles relevant to your learning environment (at least three) and an explanation of how they can improve learning practice? |  |  |  | |
| Different learning styles and how each style can be encouraged to learn more effectively:   * theoretical learners * pragmatic learners * activist learners * reflective learners * kinaesthetic learners * audio learners * visual learners * tactile learners * left and right brain learners? |  |  |  | |
| A description of each of the following training techniques, how they can enhance learning and when they should be used:   * instruction and explanation * questioning * practice * written information * group, pair and team activities * individual activities * demonstration? |  |  |  | |
| How learning content and objects can be designed and managed in a way that uses current best practice approaches, promotes engagement and can be reused, modified or adapted as relevant? |  |  |  | |
| Task outcome: | * Satisfactory | | | * Not satisfactory |
| Assessor signature: |  | | | |
| Assessor name: |  | | | |
| Date: |  | | | |

| A close up of a logo  Description automatically generated | **Assessment Task 2: Project Portfolio** |
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**Information for students**

In this task, you are required to demonstrate your skills and knowledge by working through a number of activities and completing and submitting a project portfolio.

You will need access to:

* a suitable place to complete activities that replicates a business environment including a meeting space and computer and internet access
* your learning resources and other information for reference
* *Project Portfolio* template.

Ensure that you:

* review the advice to students regarding responding to written tasks in the *Business Works Student User Guide*
* comply with the due date for assessment which your assessor will provide
* adhere with your RTO’s submission guidelines
* answer all questions completely and correctly
* submit work which is original and, where necessary, properly referenced
* submit a completed cover sheet with your work
* avoid sharing your answers with other students.

|  | **Assessment information** |
| --- | --- |
| Information about how you should complete this assessment can be found in Appendix A of the *Business Works Student User Guide*.Refer to the appendix for information on:   * where this task should be completed * how your assessment should be submitted.   *Note*: You must complete and submit an assessment cover sheet with your work. A template is provided in Appendix B of the Student User Guide. However, if your RTO has provided you with an assessment cover sheet, please ensure that you use that. |

**Activities**

Complete the following activities:

1. Carefully read the following:

| Atom | This project requires you to implement improved learning practice in an organisational context within a given vocational area. |
| --- | --- |
|  | If you are currently working within an adult vocational learning environment, base this assessment on your workplace organisation. If you are not working then use the context of the Registered Training Organisation (RTO) that you are studying this course with. If using your RTO, then the fellow students in your class group will be your learning cohort. |
|  | You will be required to:   * Select a current course to base your project on. This can be any Vocational Education and Training (VET) course (qualification, skill set or unit) and will be the course you are currently studying if you are not currently employed in the industry * Select a cohort of learners (this will be your student group you are studying with if not currently employed) * Evaluate current practices and research ways to improve current practice using best practice and contemporary approaches (including the use of new technologies) * Manage and monitor improved learning practice based on your evaluations of a group of learners * Analyse and advance the adoption of improved learning practice by advocating for this, mentoring others and designing and testing improved practice in real world situations.   You will be collecting evidence for this unit in a Project Portfolio and will need to submit a number of attachments as evidence. The steps you need to take are outlined below. Before you begin, complete page 4 of your Project Portfolio. |

1. Conduct an evaluation and complete planning

| Person eating  Chat | Within in the context of your learning environment in your organisation, you will need to evaluate ways to improve learning practice.  Complete the following:   * Select a group of learners to base this assessment on (at least three). * Access and analyse the current Training and Assessment Strategy (TAS) for your nominated course. * Conduct observations and use other relevant methods (such as surveys, interviews or focus groups) to analyse the following:   + Learners’ interests, abilities, relationships and any contextual needs that need to be considered   + Their unique learner styles and how appropriate the current learning methods are for them. * Conduct research using the Internet into advances in learning practice which includes:   + Advances in learning practices and how these are being implemented by other organisations.   + An evaluation of the role and impact of new technologies on learners and training techniques and how this could be incorporated into your learning environment.   + Ways new learning practices can be introduced for your chosen course and cohort in a way that will ensure learning practice still reflects the qualification requirements. * Plan for and develop changes based on your research and evaluations by deciding on the changes you are going to make and the reasons why (ensuring integrity of the course) and update the Training and Assessment Strategy accordingly. As part of this step you need to have a discussion with your assessor where you clearly outline your proposed changes and reasons for this. Your assessor will be looking to see that you can lead the verbal change based on your research and ideas and that your ideas can practically be implemented. |
| --- | --- |
|  | Observations can either be viewed in person by your assessor, viewed online or you may like to video record any discussions you hold for your assessor to watch later. Your assessor can provide you with more details at this step.  Your assessor will be looking to see that you can lead the conversations so you can effectively gather the information needed from your learners and explore their ideas and requirements related to the course they are studying. |
| Document | Complete Section 1 of your Project Portfolio. Remember to attach all necessary evidence attachments as indicated. |

1. Advocate for and test improved learning practice

| Person eating | Now that you have completed the steps above it is time to test your improved approaches in real world situations and advocate for improved practice. You can do this either in your place of employment, if you based this project on your own workplace or organisation, or you can do this with your group of fellow students acting as real trial participants as they will be trialling this based on their own real world learning characteristics.  You must provide evidence that you have:   * Tested changes to learning practice you have made in your revised TAS (this could include adapting or modifying resources, trialling new technology, adjusting learning styles, mediums or equipment). Evidence can include videos, submission of adapted resources or other documentation such as meeting notes, data collected from the trial and reports. * Advocated for improved learning practice amongst your peers and colleagues using mentoring techniques to improve their learning practice. Evidence must be provided of this (see below). |
| --- | --- |
|  | If completing this step with your classmates rather than your workplace, here are some ideas for ways to advocate for improved learning practice in the role of mentor:   * Develop an article, blog or short video that advocates for improved learning practice and share it on social media with your networks and classmates. As part of the mentoring aspect, you will need to initiate or encourage comments and discussions about how they can incorporate this improved practice into their industry or profession and submit evidence of this. * Develop a presentation about your improved learning practice that can be given in class or online with time for discussion afterwards where you can share tips and ideas about how they can incorporate this improved practice into their industry or profession and submit evidence of this. Your presentation is to be a minimum of 30 minutes including time for discussion. |
| Document | Complete Section 2 of your Project Portfolio. Remember to attach all necessary evidence attachments as indicated.  Submit to your assessor. |

**Assessment Task 2: Checklist**

| Student’s name: | | | | | |
| --- | --- | --- | --- | --- | --- |
| Did the student: | | Completed successfully? | | | Comments |
| Yes | No | |  |
| Evaluate ways that current learning practices can be improved by:   * conducting research using the Internet into advances in learning practice relevant to the context of their learning environment * analysing advances in learning practices and how these are being implemented by other organisations * evaluating the role and impact of new technologies on learners and training techniques and how this could be incorporated into their learning environment * exploring ways new learning practices can be introduced for their chosen course and cohort in a way that will ensure learning practice still reflects the qualification requirements? | |  |  | |  |
| Conduct observations and use other relevant methods (such as surveys, interviews or focus groups) to:   * analyse learners’ interests, abilities, relationships and any contextual needs that need to be considered * assess unique learner styles and how appropriate the current learning methods are for them * lead verbal discussions to gather information and explore requirements of learners? | |  |  | |  |
| Plan, design and develop improved learning practice by updating the TAS to incorporate their findings from their research, observations and evaluations which includes:   * learner styles, needs and preferences * technology * advances in contemporary practice * qualification requirements? | |  |  | |  |
| Lead verbal discussions when discussing their proposed changes and making recommendations to you? | |  |  | |  |
| Develop, test and trial improved VET learning practice and test in real world situations? | |  |  | |  |
| Advocate for improved learning practice and mentor colleagues to promote improved learning practice, collaborate and share their knowledge? | |  |  | |  |
| Implement improved learning practice in at least one learning environment and provide documentation to show they have:   * evaluated ways to improve it * managed and monitored the process of improving it * how the learning was improved * how improved learning practice was advocated for? | |  |  | |  |
| Task outcome: | * Satisfactory | | | * Not satisfactory | |
| Assessor signature: |  | | | | |
| Assessor name: |  | | | | |
| Date: |  | | | | |

| A close up of a logo  Description automatically generated | **Final results record** |
| --- | --- |

| Student name: |  |
| --- | --- |
| Assessor name: |  |
| Date |  |

**Final assessment results**

| Task | Type | Result | | |
| --- | --- | --- | --- | --- |
| Satisfactory | Unsatisfactory | Did not submit |
| Assessment Task 1 | Research Report | S | U | DNS |
| Assessment Task 2 | Project Portfolio | S | U | DNS |
| Overall unit results |  | C | NYC |  |

**Feedback**

* My performance in this unit has been discussed and explained to me.
* I would like to appeal this assessment decision.

Student signature: Date:

* I hereby certify that this student has been assessed by me and that the assessment has been carried out according to the required assessment procedures.

Assessor signature: Date: