Papua New Guinea
Qualification Framework – TVET

(Industries, Private Training providers, NGOs, Employment skills training organisations, Women groups, SOEs, Churches.)

NDIPTAM50122B – DIPLOMA OF TRAINING AND ASSESSMENT MANAGEMENT – TVET
(This Training Package is not intended for Higher Education)

TRAINING PACKAGE

Version 2.0 Release 2

Approved and Endorsed by National Training Council 2011
# Table of Contents

Overview...........................................................................................................................................3  

  Modification History  
  Description  
  Job Roles  
  Pathways Information  

Licensing/Regulatory Information.......................................................................................................4  

Pre-Requisites.....................................................................................................................................4  

Entry Requirements............................................................................................................................4  

Employability Skills Information.........................................................................................................4  

Packaging Rules....................................................................................................................................5  

Units – Core and Elective Units............................................................................................................5  

Restriction information.........................................................................................................................5  

Contact-Cover......................................................................................................................................6
Overview

NDIPTAM50122B Diploma of Training and Assessment Management - TVET

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comment</th>
</tr>
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</table>

Description:
This qualification reflects the role of individuals who have some theoretical knowledge and practical skills in workplace training and assessment systems and services. Typically they would have the responsibility to manage the Scope of Registration and provide educational leadership; manage people and resources, manage quality management systems, OHS, research and development and develop teams and individuals. Involves management, administration, analysis, diagnose, design, and execution of judgments across a broad range of technical level. Generate ideas through the analysis of information and concept at abstract level.

Job Roles

- Training Managers/Superintendent (Industries, Private Training Providers, SOEs, NGOs, Churches etc.)

Pathways Information

Pathway into qualifications:
Preferred pathways for candidates considering this qualification include:

- Diploma of Training and Assessment or equivalent units of competency or
- Certificate 4 in Training and assessment or Diploma in Teaching – TVET

Examples of indicative job roles for candidates seeking entry based on their workplace/institution experience include:

- Senior Training personal (Private TVET Institutions/Industries)
- Senior teachers (TVET Colleges)

Pathways from the qualification:
Pathways to relevant higher education advance diploma or degree programs
Licensing/Regulatory Information:
There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Pre-Requisites
Not applicable.

Entry Requirements:
There are no entry requirements

Employability Skills Information
This unit contains employability skills.

Employability Skills Summary
The following table contains a summary of the employability skills required by industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

<table>
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<tr>
<th>Key competency</th>
<th>Industry or enterprise requirements for this qualification include:</th>
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| Collecting analysing and organising information | • Locate, sift and sort through information.  
• Determine what information you need.  
• Present the information in a useful way.  
• Evaluate the information and the sources and methods you used to obtain it. |
| Communicating ideas and information | • Use a range of spoken, written, graphic and other non-verbal means of expression to communicate with others.                        |
| Planning and organising activities | • Plan and organise own work activities  
• Make good use of available time and resources.  
• Prioritise.  
• Monitor performance.                                                                 |
| Working with others and in teams   | • Interact effectively with others in groups and on a one-to-one basis.  
• Understand and respond to the needs of clients.  
• Work effectively as a team member to achieve shared goals. |
| Using mathematical ideas and techniques  | • Use mathematical ideas for practical purposes.                                                                                 |
| Training and assessment             | • Coordinate training/and or assessment systems                                                                                   |
| Solving problems                    | • Use problem-solving strategies to find solutions to problems.                                                                   |
| Using technology                    | • Apply technology.  
• Combine physical and sensory skills to operate equipment.  
• Understand scientific and technological principles to explore and adapt systems. |
Packaging Rules

Packaging rules:

Completion of unit 1+2+3+4+5+6+7+8+9 + 2 elective units at least at level 6

- a minimum of nine (9) core units from core units list
- 2 elective units at level 6 aligned to other qualifications. Selected units must be relevant to job outcomes in workplace.
- Minimum of 50 nominal hours to maximum of 240 nominal hours. Prepares learners for a direct application of skills & knowledge associated with the five (5) performance levels which relates to the key competencies.

CORE UNITS

Administration
- Administer and record financial procedures

Management
- Determine and manage scope of training and/or assessment services
- Manage scope of registration and scale of operations
- Manage Access, Equity and Client’s Services

Analysis
- Undertake Organisation Training Needs Analysis

Design and development
- Develop systems for quality training and assessment
- Develop Learning and Assessment Strategies
- Develop recruitment and staff induction program and administer assessment

Delivery
- Develop teams and individuals

ELECTIVE UNITS

To be selected from relevant training package(s) and must be relevant to job outcomes in the workplace.

Restrictions

① The qualification rules are an endorsed part of the Training Package and cannot be altered by the RTOs.
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