

MindTap Quick Start Guide

Training and Assessment: Theory & Practice 1st edition

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Training and Assessment - Theory and Practice, 1e covers all core units and essential elective units of TAE40116 Certificate IV in Training and Assessment.

It takes both theoretical and pragmatic approaches to help learners gain essential knowledge and skills through solid and well-researched theories by respected authors. Each chapter is a self-contained unit that offers sufficient volume of learning and volume of assessment to support delivery of training and assessment.

3 Key Features

Activity	Where to find it – an example	What is it	Why it matters
Templates	<ol style="list-style-type: none"> 1. Cluster 1: Learning design (Chapters 1-3) 2. Chapter 1: Use Training Packages and Accredited Courses to Meet Client Needs 3. Assess 4. Useful Templates for Chapter 1 5. Click on hyperlink Download Useful Templates for Chapter 1 	<p>Templates</p> <p>Useful templates are provided as downloads for students. These templates can inform coursework, be used as part of classroom activities, and can even be used by the student in practice if they're working in the industry.</p>	<p>Students can contextualise the templates and use them in their coursework to plan, design, deliver and assess training. This saves students' time to recreate templates from scratch.</p>
Animation Videos	<ol style="list-style-type: none"> 1. Cluster 2: Training Delivery and Facilitation (Chapters 4-8) 2. Chapter 6: Make a Presentation 3. Learn 4. Animation: Make a presentation 	<p>Animation Videos</p> <p>Detailed animations that teach core concepts with narrated audio.</p>	<p>The Animation Videos can enrich the volume of learning when they are used as guided learning tools or self-paced study tools.</p>
Assessment Worksheets	<ol style="list-style-type: none"> 1. Cluster 3: Validation and assessment (Chapters 9-12) 2. Chapter 10: Design and Develop Assessment Tools 3. Assess 4. Assessment Worksheets for Chapter 10 	<p>Assessment Worksheets</p> <p>Formative assessment tools that help students to demonstrate understanding of knowledge and skills required in the Unit of Competency.</p>	<p>The written questions in the Assessment Worksheets are mapped to performance criteria of each unit of competency to ensure they are valid and match the components in the assessment requirements.</p>

Travers, *Training and Assessment*, 1e
MindTap Asset Description

Activity	Where is it?	What is it?	Seat time?	Why it matters?
Chapter Reading	Every Chapter, Learning Path	<p>This is where the core text content lives. It is an interactive e-book with integrated tools for students and instructors. This includes interactive figures that help bring concepts to life.</p> <p>The reading is divided up by topics and across the learning so that students can search, jump to sections, highlight, take notes, have the text read aloud, define words and more.</p>	30–60 minutes for all sections	Serves as a foundation and reference of content for the course.
Interactive Animations	Within the reading in Chapters 1–11	Detailed animations that teach core concepts with interactive elements and narrated audio.	3–9 minutes	Students gain understanding from alternative media-rich explanations of core concepts and self-assessment.
Revision Quizzes	Every Chapter, Learning Path	Quizzes assess understanding of the entire chapter. These feature a variety of question types, including multiple choice and true or false. They are automatically graded, include rejoinder feedback for correct and incorrect answers, and explain	15 minutes	Quizzes assess basic comprehension of the reading material to make sure students understood the text and can recall the information.

		where to find more information in the text by calling out a specific section.		
Templates	Every chapter, Learning path	Useful templates are provided as downloads for students. These templates can inform coursework, be used as part of classroom activities, and can even be used by the student in practice if they're working in the industry.	Varies by Student	Many TAE courses require students to use common templates as part of their coursework. Templates are also useful for students when conducting Training and Assessment in practice.
Flashcards	Every Chapter, Learning Path	Flashcards are pre-populated with key terms to provide a jump start on course preparation and studying, and can be used on the go.	Varies by Student	Students appreciate flashcards for studying that doesn't count towards their grades.
Weblinks	Every Chapter, Learning Path	Key weblinks are provided so students can extend their understanding of the subject area.	Varies by Student	Weblinks encourage students to interact with interesting local websites and resources, and conduct further research.