

Candidate Name: \_\_\_\_\_

Date: \_\_\_\_\_



## AUSTRALIA'S VOCATIONAL EDUCATION & TRAINING (VET) SYSTEM **Diagnostic exam**

This exam is designed to identify any gaps that may exist in your knowledge. Missed exam questions may indicate that you require specific refresher training. Poor performance may indicate that you are not yet ready to earn an instructor qualification. Each missed exam question must be thoroughly reviewed until competency is achieved.

Carefully read each question then choose the most correct answer. This exam must be completed without assistance or advice from others. You may refer to your notes and texts. Internet access is permitted; visit [www.deewr.gov.au](http://www.deewr.gov.au), [www.training.gov.au](http://www.training.gov.au) and [www.training.com.au](http://www.training.com.au). Competency can be demonstrated by scoring 100% initially or by thoroughly reviewing each missed exam question until competency is achieved.

**Time limit = 2.5 hours      Competency = 100%**

Q1. Name the peak Commonwealth body responsible for overseeing Australia's Vocational Education & Training (VET) system

\_\_\_\_\_

Q2. What is an ITAB (also known as an industry skills council) and explain its role?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q3. What is a State/Territory Training Authority (STA) and explain its role?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q4. What is a Competency Standard? Explain your answer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q5. What is an RTO? Explain your answer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q6. What is a Training Package and who develops training packages? Explain your answer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

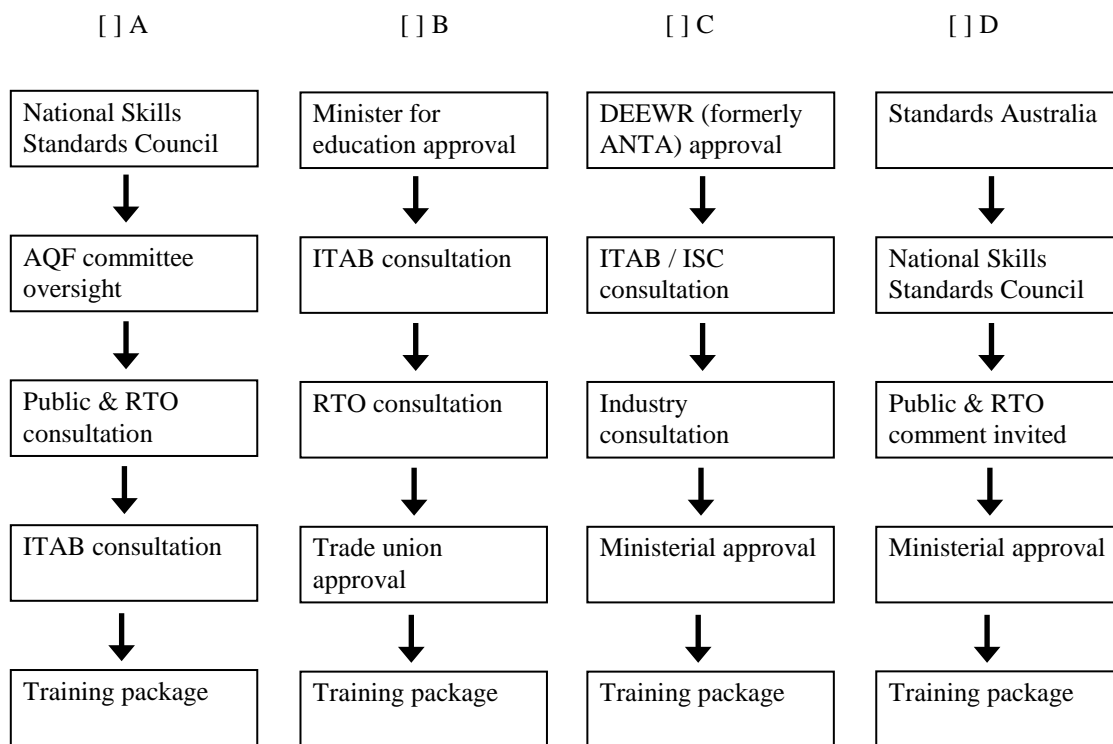
Q7. **True or False** (circle correct response)

Training packages specify how an individual should be trained.

You **MUST** explain your answer...

Explain your answer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q8. Study the diagram carefully. Choose the flow-chart that best indicates the process for developing and endorsing training packages. Indicate your answer by ticking column A, B, C, or D.



Q9. Training packages consist of three endorsed components (or parts). List the three components.

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_

Q10. This question relates to Q9 above. In which of the 3 components would you find a range of variables statement?

\_\_\_\_\_

Q11. This question relates to Q9 above. Apart from the endorsed components, training packages also consist of non-endorsed components.

List the three non-endorsed components of a training package:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Q12. Which of the following statements are *false* (indicate):

- a) RTO's must not remove or add to the number and content of elements and performance criteria.
- b) RTO's can include specific industry terminology in the range statement of a unit of competency.
- c) Any amendments and additions to the range statement made by RTOs must not diminish the breadth of application of the competency, or reduce its portability.
- d) RTO's may add detail to the evidence guide in areas such as the critical aspects of evidence or required resources and infrastructure—but only where these expand the breadth of the competency and do not limit its use.
- e) RTO's may alter performance criteria if it is unfair or discriminates against the person being assessed.

Q13. **True or False** (circle correct response)

Training Packages have greatly simplified the design of a course syllabus and can be used as a *simple checklist* to assess a person. A person's performance can now be easily checked off against the performance criteria in each unit in piece meal ('atomistic') fashion.

True

False

Explain your answer \_\_\_\_\_

\_\_\_\_\_

Q14. Which of the following statements best describes who develops and owns a Training package?

- a) Developed by private corporations – training packages are owned and controlled by directors and shareholders.
- b) ITAB's independently develop Training Packages and retain copyright control and authority to determine who does, and who doesn't have rights to use it.
- c) State Training Authorities develop training Packages and retain copyright control and authority to determine who does, and who doesn't have rights to use it.
- d) ITAB's develop training Packages in consultation with industry using DEEWR (formerly DEST/ANTA) funding. Copyright is held by DEEWR but it is a simple process to obtain permission to use them for training and assessment.
- e) Only major stakeholders (ie the big players who have a large market share) develop Training Packages under the facilitation and funding via a relevant national ITAB.
- f) None of the above are correct.

Q15. Choose the statement that best describes the term "assessment":

- a) Passing or failing a student
- b) A qualified assessor who has knowledge and skill at least to the level being assessed makes decisions and exercises his/her judgement about the performance, attitude and behaviour of a student in relation to the course criteria
- c) The process of obtaining evidence and making judgements on the extent and nature of progress towards the performance requirements set out in a standard or learning outcome, and at the appropriate point judging whether competency has been achieved.
- d) The process of establishing the course average and measuring individual student performance in relation to that average – students who's performance falls below the class average are assessed as 'not yet competent'
- e) None of the above are correct

Q16. What is the Australian Quality Training Framework (AQTF)? Explain your answer. You must answer each part of the question.

The AQTF is \_\_\_\_\_

\_\_\_\_\_

The AQTF consists of a number of individual standards. List each standard in sequence:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Q17. True or False.

Any qualified assessor who has registered for an ABN (Australian Business Number) is able to personally issue a nationally recognised qualification (eg Statement of Attainment or Certificate 4) to an individual who successfully achieves all competency standards specified for the particular qualification level.

True  False

Explain your answer \_\_\_\_\_  
\_\_\_\_\_

Q18. Are assessment records required to be kept and filed for all trainees who complete assessment through an RTO?

Yes \_\_\_\_\_ (if you answered yes, for how long?)  No

Q19. This question relates to assessment instruments. An assessor is conducting assessments of trainees to determine their competence. Choose the most correct response:

- a) The assessor can use any form of assessment instrument provided it conforms to the national assessment principles agreed to by all ministers for education and employment.
- b) The assessor is required to use the prescribed assessment instrument that has been approved by the ITAB responsible for the particular industry.
- c) The assessor must use the assessment instruments that have been prescribed and authorised by the RTO
- d) None of the above are correct

Q20. An RTO is involved with the delivery of nationally recognised training. According to the AQTF, is the RTO required to survey the trainees with 'learner questionnaires'?

Yes  No  Only if the training leads to a Certificate IV or higher qualification

If you answered yes to this question, in which AQTF standard would you find this requirement? \_\_\_\_\_

Q21. If an RTO decides to survey trainees on a course, is there a prescribed learner questionnaire that must be used or can the RTO design its own? Choose the most correct response:

- a) The RTO can design and use its own customised learner questionnaires
- b) The RTO must use the learner questionnaire prescribed by the government (eg State Training Authority)
- c) Questionnaires are entirely optional and there is no nationally agreed format
- d) Nationally privacy laws prevent random questionnaires being used – the only type of questionnaire permitted is the one authorised by the Federal Attorney general for legal reasons
- e) None of the above are correct

Q22. An *employer* has booked and paid for nationally recognised training. There are a number of trainees undertaking the accredited course and all the trainees work for the said employer. According to the AQTF standards, are you required to survey the said *employer* using a prescribed 'employer feedback questionnaire'?

Yes  No  Only if the training leads to a Certificate IV or higher qualification

Q23. What is RPL? Explain your answer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q24. A person has decided to enrol in a nationally recognised course. Under the AQTF, is that person (ie course applicant) allowed to apply for partial or full RPL if s/he believes that s/he may already be competent against some or all of the course content? Explain your answer.

Yes  No  It depends on training package rules for assessment

Explain your answer: \_\_\_\_\_  
\_\_\_\_\_

---

Q25. When customising ‘units of competency’ from a training package, which parts of the unit is permitted to be changed? Choose one (1) correct answer.

- a) Any of the elements – you can change their name, add or delete as required
- b) Any of the performance criteria - you can change their name, add or delete as required
- c) Changes to unit delivery are best carried out within the range of variables
- d) Changes to unit delivery are best carried out within the evidence guide since there are six key components each with ample scope in criteria
- e) None of the above are correct.

Explain your answer:

---

---

Q26. The following question relates to assessors. What is the minimum age level for an assessor who is conducting assessments for the purpose of issuing nationally recognised qualifications?

- a) 15 years – this is the minimum age for leaving school and seeking employment
- b) 21 years – full legal capacity is reached at age 21
- c) 18 years – contractual capacity and adulthood is attained when a person reaches 18
- d) There is no stipulated minimum age – it is based on maturity
- e) The minimum age is determined by licensing arrangements in each State/Territory
- f) None of the above are correct.

Q27. Can an assessor who has no experience in a particular vocation actually assess a person’s competency in that vocational area? (ie Can an assessor assess a person in an vocational area even if s/he has no personal experience in that area?)

Yes                       No

Explain your answer.

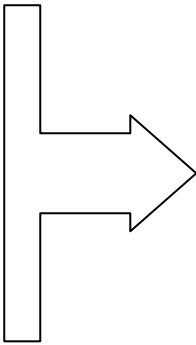
---

---

---

---

Q28. Arrange the following 12 AQF levels in their correct sequence (i.e. from lowest to highest)

Masters degree		1. _____
Certificate II		2. _____
Diploma		3. _____
Certificate IV		4. _____
Graduate diploma		5. _____
Certificate I		6. _____
Certificate III		7. _____
Doctoral degree		8. _____
Graduate certificate		9. _____
Advanced Diploma		10. _____
Bachelor degree		11. _____
High school leaving certificate		12. _____

Q29. The following text boxes indicate the distinguishing features of various qualification levels within the AQF. Label each box with its correct AQF level. You must label each box.

AQF Level \_\_\_\_\_?

AQF Level \_\_\_\_\_?

AQF Level \_\_\_\_\_?

- demonstrate some *relevant theoretical knowledge*
- apply a range of *well developed skills*
- apply known solutions to a *variety of predictable problems*
- perform processes that require *a range of well developed skills where some discretion and judgement is required*
- interpret available information, using *discretion and judgement*
- take *responsibility for own outputs* in work and learning
- take *limited responsibility for the output of others*

- demonstrate knowledge by recall in a narrow range of areas
- demonstrate basic practical skills such as the use of relevant tools
- perform a sequence of routine tasks given clear direction
- receive and pass on messages/information

- demonstrate *basic operational knowledge in a moderate range of areas*
- apply a *defined range of skills*
- apply known solutions to a *limited range of predictable problems*
- perform a range of tasks where *choice between a limited range of options* is required
- *assess and record* information from varied sources
- take *limited responsibility for own outputs* in work and learning

Q30. In order for an assessment activity to be properly conducted, it must ensure four concepts are implemented. From the list provided, circle which of the four assessment concepts are correct:

- |            |                        |
|------------|------------------------|
| Fair       | Structured             |
| Accurate   | Planned                |
| Valid      | Reliable               |
| Consistent | Contingency management |
| Flexible   | Transfer skills        |

Q31. In a competency based training system, we talk about employability skills (these are expanded from the original 'Mayer' key competencies from 1992). Training package developers must embed or explicitly include the employability skills in the units of competency. List the eight (8) employability skills:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Q32. What is the difference between the following types of 'statements'? Your answers must be clear and easily distinguished from each other.

Statement of attendance \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Statement of currency \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Statement of attainment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Qualification \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q33. Refer to your relevant State/Territory Training Act & Regulation (eg Training & Employment Act in QLD).

Within what period of time must an RTO issue a statement of attainment or qualification to a trainee who successfully completes a course? \_\_\_\_\_.

Q34. Competency based assessment is sometimes referred to as *criterion referenced* assessment. What is meant by the term *criterion referenced* assessment? Compare and contrast your answer against *norm referenced* assessment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q35. A unit of competency is described and written in a certain format. In the table below, fill in each of the main parts of the unit *and* describe its purpose. (NB Write your answers in the table below)

**UNIT OF COMPETENCY**

<p>UNIT CODE:</p> <p>What is the purpose of this part of the unit?</p>	
<p>UNIT TITLE:</p> <p>What is the purpose of this part of the unit?</p>	
<p>UNIT DESCRIPTOR:</p> <p>What is the purpose of this part of the unit?</p>	
ELEMENTS	PERFORMANCE CRITERIA
<p>1.</p> <p>What is the purpose of this part of the unit?</p>	<p>1.1 } ←</p> <p>1.2 } ←</p> <p>1.3 } ←</p> <p style="text-align: center;">← What is the purpose of this part of the unit?</p>
<p>2.</p>	<p>2.1 } ←</p> <p>2.2 } ←</p> <p>2.3 } ←</p>
<p>What is the name of this part of the unit? _____</p> <p>What is the purpose of this part of the unit?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Answer the following question: <u>True or False</u>:</p> <p>This part of the unit specifies the contexts and conditions to which the performance criteria could apply.</p> <p><input type="checkbox"/> True                      <input type="checkbox"/> False</p>	
<p>What is the name of this part of the unit? _____</p> <p>What is the purpose of this part of the unit?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>This part of the unit is further subdivided into the following criteria.</p> <p><b>Overview of assessment:</b></p> <ol style="list-style-type: none"> <li>1. Critical aspects for assessment and evidence required to demonstrate competency in this unit</li> <li>2. Specific resources for assessment</li> <li>3. Conditions and context for assessment</li> <li>4. Relationship to other units</li> <li>5. Other information that may assist or guide assessment</li> </ol> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> <p>Q. True or False:</p> <p>Competency must be assessed in the <i>workplace</i>. It is <i>not permitted</i> to assess in a simulation of the workplace.</p> <p><input type="checkbox"/> True                      <input type="checkbox"/> False</p> </div>	



Q36. Explain the meaning of the following types of assessment:

Formative assessment: \_\_\_\_\_  
\_\_\_\_\_

Diagnostic assessment: \_\_\_\_\_  
\_\_\_\_\_

Summative assessment: \_\_\_\_\_  
\_\_\_\_\_

Q37. Which of the following statements is a valid performance criteria. Choose the most correct response (circle only one answer).

- a) Demonstrate an understanding of assessment principles
- b) Answer the telephone quickly and correctly
- c) Know the difference between a liquid and a solid
- d) Write a computer program to perform basic addition and subtraction
- e) Spraying techniques ensure an even coat is applied
- f) Students display the correct attitude required to work with others

Q38. The following question relates to DEEWR (formerly DEST/ANTA) doctrine on competency-based training and assessment. You assessed some students and they were all successful. You then issued a qualification to each student. One year later, are those qualifications still valid? Answer the following problems: (you must correctly answer each of the questions).

Are you able to add an expiry date to a competency-based qualification?  Yes  No

Explain your answer:  
\_\_\_\_\_  
\_\_\_\_\_

Do your qualifications remain 'current' for the term of your students' natural lifespan?  Yes  No

Explain your answer:  
\_\_\_\_\_  
\_\_\_\_\_

What is meant by the term 'current' \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q39. In a competency based training framework, is there a difference between the functions of *training* and *assessment*? Discuss your answer.

What is training?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is assessment? Contrast your answer from *training*.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q40. What does the following logo signify? Explain your answer. You must answer both parts of the question.



The logo signifies... \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who owns the logo? \_\_\_\_\_

Are there controls imposed over how an RTO uses the logo? (tick the most correct response)

- No, there are no controls governing the use of the logo
- Yes, only a qualified assessor has access to the logo
- Yes, but an annual fee is charged
- Rules governing the use of the logo are specified in the Commonwealth Trade Practices Act
- Only an RTO (registered training organisation) is allowed to use the logo as authorised under its scope
- None of the above are correct (explain) \_\_\_\_\_  
\_\_\_\_\_

Q41. List the 3 fundamental components of all lesson presentations and state their purpose:

Name of component	Purpose
1.	
2.	
3.	

The following information is relevant for questions 42 and 43.

Standard 1.4(a) of the AQTF requires trainers and assessors to possess certain competencies in order to be able to train and/or assess others. Specifically, element 1.4 states that:-

1.4 Training and assessment is delivered by trainers and assessors who:

- (a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors, and
- (b) have the relevant vocational competencies at least to the level being delivered or assessed, and
- (c) can demonstrate current industry skills directly relevant to the training/assessment being undertaken, and
- (d) continue to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.

The current National Skills Standards Council (formerly NQC) policy in relation to Standard 1.4(a) is as follows:

Q42. [The National Skills Standards Council \(formerly NQC\) policy states that trainers must:](#)

Choose the correct response (only one answer is correct):

- a) hold the TAE40110 Certificate IV in Training and Assessment from the Training and Assessment Training Package.
- b) be able to demonstrate equivalent competencies to TAE40110.
- c) hold the Certificate IV in Assessment and Workplace Training from the superseded Training Package for Assessment and Workplace Training (TAA or BSZ).
- d) Either a), b) or c) are all correct.
- e) a) and b) are both correct
- f) None of the above are correct.

Q43. [The National Skills Standards Council policy states that assessors must:](#)

Choose the correct response (only one answer is correct):

- a) hold the following three competencies from the Training and Assessment Training Package (TAE10):
  - (i) TAE40110 Plan and organise assessment
  - (ii) TAE40110 Assess competence
  - (iii) TAE40110 Participate in assessment validation
- b) be able to demonstrate equivalent competencies to all three units of competency listed in a) above.
- c) hold the following competencies from the superseded Training Package for Assessment and Workplace Training (BSZ98):
  - (i) BSZ401A Plan assessment, and
  - (ii) BSZ402A Conduct assessment, and
  - (iii) BSZ403A Review assessment
- d) Either a), b) or c) are all correct.
- e) a) and b) are both correct
- f) None of the above are correct.

**Instructor statement:**

*I declare that I completed this exam paper without the assistance or advice from others. This exam paper represents my own work. I understand and acknowledge that I have an obligation to remain current with my knowledge and skills in order to consistently and accurately instruct others. After long periods of inactivity, I may need to update or refresh my knowledge and skills so that I may once again offer quality training and assessment services. I realise that incorrect answers on this exam paper indicate deficiencies in my knowledge which must be immediately corrected.*

Candidate signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final score \_\_\_\_\_ (competency = 100%)