

6 STEPS

TO UPGRADE YOUR SUPERSEDED UNIT TO THE CURRENT UNIT

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UPDATE NEW UNITS STEPS

In 2020 many training packages, qualifications and units became superseded and this continues on in 2021. The training packages and units include ICT (information and communication technology), BSB (Business services training package), CPC (Construction, Plumbing and Services Training Package), First aid units and many others.

RTO's now need to invest time, money and energy to update superseded units or in some cases create new documents and assessments due to the major changes made in the industry.

Here, I have created six simple steps to upgrade your superseded unit to the current unit

STEP 1: REVIEW NEW UNIT REQUIREMENTS FROM TRAINING.GOV.AU

In this step, you need to compare old units and new units and identify the changes including additional criteria, removed or updated information.

This step will provide you with clear information on what you need to update in the assessment and learner resources.

STEP 2: BEGIN WITH THE LEARNER GUIDE

In this step you need to begin with the learner guide, here you need to research the information on the internet and books related to the different criteria required for the new unit.



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Tip: Start one topic at a time.

Understand the information and write it in your own words related to the topic and your cohort.

Tip: The language of the guide must be suitable for your RTO cohort.

STEP 3: UPDATE OTHER LEARNER RESOURCES

Now that you have completed the learner guide, you need to update other resources based on the learner guide and that may be your PowerPoint presentation, class activity book, etc.

Tip: Use the learner guide headings as your headings in the Powerpoint slides.

STEP 4: UPDATE THE MAPPING DOCUMENT

In this step, you need to use old mapping documents to identify and update the new criteria of the unit. Highlight the areas that are different so you know you need to focus on that criteria.

STEP 5: UPDATE THE TRAINER ASSESSMENT PACK (MARKING GUIDE)

Knowledge tasks:

Based on the mapping document, create new questions to map to the new criteria.

Remove unnecessary questions that are not relevant to the new unit.



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performance tasks:

Based on the mapping document, modify the practical or performance tasks. You may need to create additional tasks based on the new unit requirements.

Tip: Double-check assessment conditions and make sure that the assessment is meeting the requirements.

STEP 6: PROOFREAD AND COMPLIANCE CHECK THE UNIT

in this step, validate the unit to make sure that we meet the training package requirements.

Also, ask someone else from a similar background to proofread the documents.

Tip: Do not miss this step because it will lead to non-compliance and language issues.



FREE SAMPLE

Would you like to learn more about training and assessment resources and other success strategies to save time, money and energy?

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