DTAS Review

|  |  |
| --- | --- |
| **Qual Code & Title** | CHC42021 - Certificate IV in Community Services |
| **DTAS Title as per Teams Notification** | CHC42021 Full Time Standard Semester 1 & 2 2025\_V 3.0 |
| **Delivery Period** | Semester 1 & Semester 2, 2025 |
| **Campus/Delivery site** | TAE Campus |
| **Department** | Community Services |
| **Staff Contact Person** | James Lee |
| **TAS Reviewed by** | Aisha El-Sayed |
| **Review Date** | 2/10/2024 |

|  |  |  |
| --- | --- | --- |
| **Summary of findings Rectification Required:**  **Section 5: Packaging Rules / Listed Units**  All 15 units have been listed as CORE units, whereas only 7 of them are. The remaining 8 units need to be listed as ELECTIVES | | |
| **Level of refresh required** | | |
| ☒ **Low** | * **Moderate** | * **Significant** |

**Specific Feedback**

|  |  |  |
| --- | --- | --- |
| **Training and Assessment Strategy (TAS)** | | |
| **Front Cover Page** | Correct Course Code / Title Correct Department Correct Delivery Period | ☒Yes ☐No |
|  | **Comments:** | |
| **Sections 1** | **Program details**   * All sections completed * Program Details * Offshore Delivery | ☒Yes ☐No |
| **Comments:** | |
| **Section 2** | **Version control**   * All details correctly provided * TAS Author | ☒Yes ☐No |
| **Comments:** | |
| **Section 3** | **Qualification Overview**  Training Package, qualification version and description as per TGA | ☒Yes ☐No |
| **Dual qualification Information**  All fields competed correctly | * Yes ☐No   ☒N/A |
| **Is this course being offered to International Students?** | * Yes ☒No |

|  |  |  |
| --- | --- | --- |
|  | **CRICOS application**  If yes, cross check information contained in CRICOS application documents aligns with that contained in the TAS   * Have all the correct details been included | * Yes ☐No   ☒N/A |
|  | |
| **Section 4** | **Delivery Information**   * All fields completed correctly | ☒Yes ☐No |
| **Third Party Arrangements**   * All fields completed correctly | * Yes ☐No   ☒N/A |
|  | |
| **Section 5** | **Packaging / Curriculum Rules**   * All information reflects exact information as per TGA | ☒Yes ☐No |
| **Listed units**   * Correct Codes & Titles * Meets Cores, Electives, and Imported Unit Requirements * Meets Pre-Co Requisite requirements * Correct nominal hours | * Yes ☒No |
| **Comments on Listed Units Rectification Required:**  All 15 units have been listed as CORE units, whereas only 7 of them are. The remaining 8 units need to be listed as ELECTIVES | |
| **Section 6** | **Course / Qualification Duration**   * Maximum Payable Hrs Range/Nominal Hrs – aligning with Vic Purchasing Guide   **Amount of Training and Volume of learning**  Amount of Training:   * Is clear and identifies all aspects of delivery and assessment * Set out in days with a clear explanation of exactly how the course is delivered and the amount of training to be delivered and assessed   Volume of Learning:   * Aligns with the AQF Volume of Learning guidelines and includes all teaching, learning and assessment activities   If not, a clear rationale or explanation is provided | ☒Yes ☐No  ☒Yes ☐No |
|  | |
| **Section 7** | **Pathways, Licensing, and Entry Requirements**   * Pathways into/from qual are accurate * Any licensing requirements are clearly identified | ☒Yes ☐No |

|  |  |  |
| --- | --- | --- |
|  | Entry Requirements:   * ASCF levels are identified – Core Skills Table completed * Any and all other requirements are listed e.g. Pre- requisites, WWC |  |
| **Comments:** | |
| **Section 8** | **Student / Client / Cohort**   * Specific characteristics of the learner cohort are clearly outlined | ☒Yes ☐No |
| **Comments:** | |
| **Section 9** | **Educational and Other Support Services**   * All supports identified – includes any specific to cohort | ☒Yes ☐No |
| **Comments:** | |
| **Section 10** | **Resources**   * All sections completed * Aligns to Course being Delivered (Facilities/Equipment) * Clearly identifies what MP provides and what a student must purchase * Links if applicable | ☒Yes ☐No |
| **Comments:** | |
| **Section 11** | **Delivery Modes and Assessment Methods**   * All units are included with correct code and title as per TGA * Units are sequenced in the order in which they will be commenced/opened. * Delivery modes align to those outlined in Sections 4 & 5 * Assessments methods are appropriate for qual & cohort | ☒Yes ☐No |
| **Comments:** | |
| **Section 12** | **Work Placement – if applicable**   * All fields in WP Table completed | * Yes ☐No   ☒N/A |
| **Section 13** | **Recognition of Prior Learning**   * Standard explanation provided informing students option to apply for RPL | ☒Yes ☐No |
|  | |
| **Section 14** | **Risk Associated with the Delivery if applicable**   * Risks identified * Mitigation of identified risks provided | ☒Yes ☐No   * N/A |
| **Comments:** | |

|  |  |  |
| --- | --- | --- |
| **Section 15** | **Industry Consultation**   * Date/Organisation/Contact Person/Contact Details Provided * Outcomes detailed for each IC listed | ☒Yes ☐No |
| **Comments:** | |
| **Section 16** | **Trainer and Assessor Matrix**   * Have sufficient Trainers/Assessor been allocated * Are ALL units allocated to Trainers/Assessor | ☒Yes ☐No |
| **Comments:** | |
| **Section 17** | **Continuous Improvement**   * SharePoint links provided for;   + Assessment Validation   + Industry Consultation   + Course Review * SharePoint File path links provide access to documents that have been completed and evidenced the above Validation, Industry Consultation and Course Review outcomes. | ☒Yes ☐No |
| **Comments:** | |
| **Section 18** | **Validation Schedule**   * SharePoint link provided for Academic Operations Assessment Validation 5-year Plan | ☒Yes ☐No |
| **Comments:** | |
| **Authorising Signatories Sections** | | |
|  | REVIEW AND ENDORSEMENT - REGULAR TAS TO BE SIGNED BY DEPARTMENT MANAGER  *Does this section include:*   * *Name: Shirley Hines* * *Signature: Shines* * *Date: 2/10/2024* | ☒Yes ☐No |
| **Comments:**  Elective units CHCCOM001, CHCCDE019, CHCCDE023, CHCGRP002, HLTWHS006,  CHCMHS001 have been identified including imported units CHCMHS007, CHCMHS005 | |