



Papua New Guinea

Qualification Framework – TVET

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

NC3TRA30021B Certificate 3 in Training and Assessment

(This Training Package is not intended for Higher Education)

TRAINING PACKAGE

ENDORSED BY NATIONAL TRAINING COUNCIL
June 272014

Release 2



MINISTRY OF LABOUR AND INDUSTRIAL RELATIONS

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Overview

NC3TRA30021B Certificate 3 in Training and Assessment

Modification History

Release	Comment
2	<i>This version first released with TRA40 with SoA in Training Version 1.0 Approved April 30, 2009. Reviewed April 2014 to NC3TRA30021B</i>

Description:

This qualification reflects the role of individuals who have some basic theoretical knowledge and practical skills in workplace training and assessment. Typically they would have the responsibility to develop learning programs, facilitate individual/group learning, assess competency and evaluate training/and or assessment systems.

Job Roles

- Training personal (Industries, Private training Providers, NGOs, Churches etc.)

Pathways Information

Pathway into qualifications:

Preferred pathways for candidates considering this qualification include:

- NC2TRA20021B Certificate 2 in Training and Assessment
or
- Certificate in Training for Trainer/Teaching Certificate – TVET

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

- Training personal and Trade trainers (TVET Colleges/Schools and Industries)
- Senior teachers (TVET Colleges)

Pathways from the qualification:

- Certificate 4 in training and assessment – Senior Trainer
- Diploma of training and assessment – Master/Consultant Trainer (RPL)

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.

Key competency	Industry or enterprise requirements for this qualification include:
Collecting analysing and organising information	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Use a range of spoken, written, graphic and other non-verbal means of expression to communicate with others.
Planning and organising activities	<ul style="list-style-type: none">• Plan and organise own work activities• Make good use of available time and resources.• Prioritise.• Monitor performance.
Working with others and in teams	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Use mathematical ideas for practical purposes.
Training and assessment	<ul style="list-style-type: none">• Coordinate training/and or assessment systems
Solving problems	<ul style="list-style-type: none">• Use problem-solving strategies to find solutions to problems.
Using technology	<ul style="list-style-type: none">• 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 two (6) core units + two (2) elective units

- a minimum of 6 core units from core units list
- a minimum of 2 elective units selected from the elective units or units aligned to Certificate in NC4TRA40 or NDIPTRA50. Selected units must be relevant to job outcomes in workplace training and assessment.

CORE UNITS

Design

- NC3TRADES30121B Use units of competency to meet client needs
- NC3TRADES30221B Design and develop learning programs
- NC3TRADES30521B Design and develop learning resources

Delivery

- NC3TRADEL30621B Facilitate group-based delivery

Assessment

- NC3TRAASS30321B Plan and organise assessment
- NC3TRAASS30421B Develop assessment tools

ELECTIVE UNITS

Delivery

- NC4TRADEL40321B Lead and coordinate training systems

Evaluation

- NC4TRAeva40521B Lead and conduct training and/or assessment evaluations

Restrictions

- ❗ The qualification rules are an endorsed part of the Training Package and cannot be altered by the RTO.

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