



**TAA04 Support Documents for  
Course Implementation and Addition to Scope of Registration**

Documents	Cost – Includes GST	Document
<b>TAA Marketing – AQTF 2007 standard 2.2</b>		
A TAA course information flyer with reference to nominal hours that can be used for advertising the course.	\$150	Doc A
<b>AQTF2007 standard 1.2 (Learning and assessment strategy)</b>		
Learning and Assessment <b>Strategy</b> document – a template ready to go with generic information set up to guide you.	Doc B \$400	Prepare the strategy for RTO
<b>TAA Timetables with mapping to units of competency</b>		
A <b>15 day</b> block timetable – integrated model. Offered in 3 weekly blocks – “intensive” Plus mapping to units	\$300	Doc C1,C2
<b>10 days or 12 days</b> timetable offered in 4 “clusters” or modules. Public course face-to-face delivery model. Fits with the RTOhelp assessment tools and other learner guides. Plus mapping sessions to units	\$200	10 days - Doc D1, D2 12 days- Doc E1, E2
A <b>5 day</b> timetable for a BSZ “bridging” course. Public course model. Plus mapping to 8 units + 6 RCC units	\$200	Doc F1, F2
<b>Part-time</b> and weekend delivery models a) 1 night a week ( 3 hrs) plus a few Saturdays over 3 terms b) 2 nights a week (3 hrs) plus a few Saturdays over 2 school terms (20 weeks) Plus mapping sessions to units	\$200	a) Doc G1, G2, b) Doc H3, H4
A <b>work-based</b> delivery timetable- <b>7 workshops and on-the-job</b> mentoring and assessment. Plus mapping.	\$200	Doc I
<b>Session plans and powerpoint</b> sample to show how the RTO has customised delivery using commercial resources to suit your target groups		
Module 1 - Environment.- A 2 or 3 day training plan and <b>session plan</b> (Shows customisation of IBSA Learner Guides and how to use the TAA Assessment Tools)	\$400	Doc J
Module 1-Environment and Use T.P’s(TAAENV401A-403A & TAADES401A) A <b>powerpoint</b> aligned to the IBSA Learner Guides and the TAA Assessment tools (shows customising commercial resources) . One-off purchase that can be used as a handout for this cluster.	\$400	Doc K
<b>Validation</b>		
2 documents An RTO validation policy and a specific TAA validation timetable	\$150	Doc L1, L2
A <b>Resource list</b> for TAA including a range of books, videos etc	\$120	Doc M



ABN 91 120 303 755

\* 15% DISCOUNT ON ORDERS VALUED AT OVER \$1,000

POST TO : PO Box 381, Avalon NSW 2107  
CONTACT US: Phone 02 9918 9271  
Mobile: 0403 070 864 Email [contact@rtohelp.com.au](mailto:contact@rtohelp.com.au) Website [www.rtohelp.com.au](http://www.rtohelp.com.au)

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### PAYMENT DETAILS/ METHODS

Payment may be made by cheque, payable to RTOhelp or via direct deposit electronic funds transfer.

Direct deposit by electronic funds transfer should be made to the following account  
**Account name: RTOhelp BSB: 032 095 Account number: 177701 Bank: Westpac**  
**IMPORTANT** Please indicate your company name on the electronic transfer

Please FAX this order form. The documents are emailed to you on receipt of payment.  
Please allow 24 hours. Same day orders are possible.  
Refund policy – There are no refunds for these documents. If not what you expected, we will listen to your concerns and replace with other documents or services from RTOhelp.