



TAE Institute

Course Brochure

TAE40116 Certificate IV Training and Assessment

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Introduction

TAE Institute is a Registered Training Organisation (RTO number 40639) registered with the Australian Skills and Qualifications Authority. The Institute is proud to offer the Certificate IV in Training and Assessment as a public course. This course provides participants a broad understanding of how the vocational training sector works and the skill and knowledge to be an effective trainer and assessor.

Through the Certificate IV in Training and Assessment, the entire training design, delivery and assessment process is covered in detail giving you all the tools you will need to be an excellent trainer.

Learners will be empowered by this course and be equipped to function as a trainer and assessor in the VET sector. Learners will gain a nationally recognised qualification in the Certificate IV in Training and Assessment (TAE40116).

Some of the things you will learn in the Cert IV Assessment and Training Course

- How to use Training Packages
- How to design learning programs to meet clients' needs
- How to deliver training to groups and individuals
- How to deliver training in a work-based environment
- How to design, plan and organise assessments
- How to assess candidates and participate in assessment validation

National recognition

The qualification Certificate IV in Training and Assessment (TAE40116) has been drawn from the Training and Education Training Package (TAE). On successful completion of the course, the qualification Certificate IV in Training and Assessment (TAE40116) will be issued. A transcript listing all the units of competence will also be issued. The qualification and units of competence are nationally recognised and provides individuals with a valuable qualification that can be applied throughout Australia.

Units of Competence

The Certificate IV in Certificate IV in Training and Assessment comprises 10 units of competence, nine core units and one elective.

Learning Design		
Module	Unit of Competency	Core/ Elective
1	TAEDS401 Design and develop learning programs	C
2	TAEDS402 Use training packages and accredited courses to meet client needs	C
Training Delivery		
3	TAEDL401 Plan, organise and deliver group-based learning	C
4	TAEDL402 Plan, organise and facilitate learning in the workplace	C
5	BSBCMM401 Make a presentation	E
6	TAELLN411 Address adult language, literacy and numeracy skills	C
Assessment of Learning		
7	TAEASS401 Plan assessment activities and processes	C
8	TAEASS402 Assess competence	C
9	TAEASS502 Design and develop assessment tools	C
10	TAEASS403 Participate in assessment validation	C

Program outline

The course will be conducted over 15-days face-to-face training, split into four workshops:

- Workshop 1 = 3-days (Design Cluster)
- Workshop 2 = 4-days (Delivery Cluster)
- Workshop 3 = 4-days (Mixed cluster)
 - 1-day (Delivery field); 1-day (LLN); 2-days (Assessment field)
- Workshop 4 = 4-days (Assessment Cluster)

Participants to complete some self-passed learning and assessment activities in the time between and after the four workshops.

The workshops are sequenced in a way that allows a logical progression pathway. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject.

The participant's workload is spread across four main activities:

- Classroom face-to-face training sessions clustered into four workshops = 120 hours
- Self-paced study = 237 hours
- Catch-up sessions where needed = 24 hours
- Assessments = 103 hours

Expected duration

The program is designed to be completed over 6 months. Participants are allowed up to 12 months to complete the course. The Institute provides telephone, email and one-on-one support to participants that need additional assistance or wants to fast track their qualification. Participants are provided with three optional catch-up days to receive extra help in areas where needed.

Assessment requirements

The assessment is conducted using a combination of realistic workplace tasks, projects, knowledge tests, response to case studies and feedback from supervisors. The following provides a brief explanation of the assessment methods are to be applied:

- **Demonstration / Role-Play.** The participant is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. These activities will be clearly explained and will always relate to duties relevant to the VET workplace. These activities allow the assessor to observe the participant apply their knowledge and skills during practical activity.
- **Written Report / Case Study / Journal.** The participant is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor.
- **Project.** Participants are required to undertake a range of projects in the context of his or her own workplace or on a case study that is provided by the assessor. A project will require the creation of various workplace documents (session plans, assessment instruments and more). Projects will often have a practical presentation component where the participant will be asked to present the outcomes of their project.

- **Knowledge Questions.** Participants are required to undertake a number of written knowledge questions over the course of his or her study. These tests will be provided to participants by the assessor. Participants may research their answers from the course training materials and notes as well as relevant workplace references.
- **Workplace Supervisor/ Third Party Report.** Workplace supervisors/ third party will be asked to provide feedback about the participant's experience and performance on selected skills and applications. The third party will receive a documented briefing with the report to give direction state the requirements for completing the report.

To successfully complete the course and be issued the Certificate IV in Training and Assessment, participants must satisfactorily complete all assessment tasks.

Entry requirements

While there are no specific prerequisites for entry into TAE40116 course, those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification.

This program requires well developed language, literacy and numeracy (LLN) skills relevant to the context of their role. The applicant's LLN skills will be evaluated during the enrolment process to ensure persons enrolling in the program have the skills to complete all training and assessment. If you have any challenges in these areas, please contact us for advice and options, such as appropriate language, literacy and numeracy skills training.

Recognition of Prior Learning

Applicants can apply for recognition of their existing skills and knowledge that is relevant to the units of competence within the program. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be complete during the program. Participants are encouraged to notify The Institute of their interest or intention to apply for RPL prior to their enrolment.

Participant Information

Detailed information is available within our Participant Handbook which is supplied with the enrolment package. This handbook contains important information about your right and obligation such your right to privacy, a safe training environment and right to make a complaint or appeal an assessment decision. It is important that persons applying for enrolment have had an opportunity to review this information first. Please contact us and we can send this information to you straight away.

Cost

The cost for the full Certificate IV in Training and Assessment qualification is \$3780.00. A deposit of \$195.00 is payable at registration prior to the course and the remaining balance for each workshop is payable at the start of the workshop. Please see our Schedule of Fees for more details.

Contact us and get the ball rolling!

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