

Certificate IV in Training and Assessment – TAE 40110

This course is designed for those people who develop and deliver/conduct training and assessments in industry. The course can be tailored to suit the organisation/client.

Delivery Options

The course is delivered over 10 days of face to face classroom instruction which is conducted one day a fortnight. Days and times of delivery are organized or altered to suit client needs.

Prerequisites

There are no prerequisite requirements for individual units of competency except that participants are required to have sound language, literacy, numeracy and computer skills.

Participants will also need to have access to a workplace to enable completion of the learning and assessment activities.

RPL (Recognised Prior Learning)

The RPL process is designed to recognise current skills and knowledge as they are applied to relevant work situations in line with the particular competency. To obtain recognition the applicant must present evidence that is valid and verified as being an accurate representation of their workplace competency in relation to the following units.

The course delivery structure can be tailored to suit individual client needs.

Recommended Course Structure

Participants will complete 10 units from the TAE10 training package.

7 Core units (Compulsory)

TAEDS402A	Use training packages and accredited courses to meet client needs
TAEDS401A	Design & develop learning programs
TAEDL401A	Plan, organise & deliver group based learning
TAEDL402A	Plan, organise and facilitate learning in the workplace
TAEAS401A	Plan assessment activities and processes
TAEAS402A	Assess competence
TAEAS403A	Participate in assessment validation

3 Electives (Suggested)

BSBCM401A	Make a presentation
TAEDL301A	Provide work skill instruction
TAEDL404A	Mentor in the workplace
TAELN411	Address adult language, literacy and numeracy skills

Assessment

Participants will be required to complete written and practical assessment tasks within and outside of classroom training time. Each Unit of Competency requires assessment activities which fully address all Elements and Performance Criteria. The activities are both theoretical and practical to confirm the participants required skills and underpinning knowledge.

The participant's employer may be required to provide qualified Workplace Assessors to assess on-site presentations. If qualified workplace assessors are unavailable, LEIS will provide assessors.

Support will be provided outside classroom time via emails, fax, SMS and phone.

Satisfactory completion of the course will require;

- Satisfactory completion of all assessments activities
- Minimum 90% classroom attendance
- Active participation in all classroom activities

Career Pathways

A workplace:

- Training developer/presenter/coordinator
- Assessor
- Mentor

Certification

This qualification is recognised within the Australian Qualifications Framework.

A certificate will be awarded and a transcript of results will be issued upon successful completion of the course.

Any participant who withdraws or does not complete the course for any reason will be issued with a Statement of Attainment for the units of competency in which they have demonstrated competence

Opportunities for Further Study

- TAE50211 Diploma of Training Design and Development
- TAE50111 Diploma of Vocational Education and Training

General Information

Sessions times: To be determined with client.

All training materials are provided.

Course Fees

- \$900 VTG funded
- \$2250 Fee for Service
- \$200 Deposit

Further Information

See below for contact details