

Certificate IV in

Training and Assessment TAE40110

Formalise your Training & Assessment skills in the VET Sector

What is a Certificate IV in Training and Assessment all about?

Summary

This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector. Achievement of this qualification or an equivalent by trainers and assessors is a requirement of the Australian Quality Training Framework *Essential Standards for Registration* (Standard 1 as outlined in Appendix 2 of the *Users' Guide to the Essential Standards for Registration*).

This qualification, or the skill sets derived from units of competency within it, is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET program.

Outcome

Upon successful completion of this course, participants will obtain a nationally recognised qualification:

Certificate IV in Training & Assessment TAE40110

Who should do this course?

- enterprise trainer
- enterprise assessor
- registered training organisation (RTO) trainer
- RTO assessor
- training adviser or training needs analyst
- vocational education teacher

Government Incentives

Mantra Training & Development are an approved provider of Traineeships in the ACT and NSW. This is great news for employers may be eligible for incentives that can subsidise the cost of completing the: **Certificate IV in Training & Assessment**

Prerequisite requirements

There are no prerequisite requirements for individual units of competency.



Pathways from the qualification

After achieving TAE40110 Certificate IV in Training and Assessment, candidates may undertake TAA50104 Diploma of Training and Assessment or may choose to undertake TAE70110 Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice.

Units of Competency

Total number of units = 10

7 core units plus 3 elective units

At least **2 elective** units must be selected from the elective units listed below. **One elective unit** may be selected from any currently endorsed Training Package or accredited course. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Core units

TAEASS401B Plan assessment activities and processes

TAEASS402B Assess competence

TAEASS403B Participate in assessment validation

TAEDEL401A Plan, organise and deliver group-based learning

TAEDEL402A Plan, organise and facilitate learning in the workplace

TAEDES401A Design and develop learning programs

TAEDES402A Use training packages and accredited courses to meet client needs

Elective units

Assessment

TAEASS301B Contribute to assessment

TAEASS502B Design and develop assessment tools

Delivery and facilitation

TAEDEL301A Provide work skill instruction

TAEDEL403A Coordinate and facilitate distance-based learning

TAEDEL404A Mentor in the workplace

TAEDEL501A Facilitate e-learning

Employability Skills

Language, literacy and numeracy

TAELLN401A Address adult language, literacy and numeracy skills

Training advisory services

TAETAS401A Maintain training and assessment information

TAE40110: Certificate IV in Training and Assessment

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.

Classifications

ANZSCO Identifier 242211 Vocational Education Teacher ASCO (occupation type) Identifier 2422-11 Vocational Education Teacher ASCED Qualification/Course Field of Education

Identifier 0701 Teacher Education Qualification/Course Level of Education Identifier 511 Certificate IV

Industry/enterprise requirements for this qualification include:

Communication

- interpreting client needs and writing to these
- using a range of communication skills, such as listening, questioning, reading, interpreting and writing documents
- writing hazard and incident reports
- using effective facilitation and interpersonal skills, including verbal and non-verbal language that is sensitive to the needs and differences of others
- mentoring, coaching and tutoring techniques

Teamwork

- working with colleagues to compare, review, and evaluate assessment processes and outcomes
- actively participating in assessment validation sessions
- managing work relationships and seeking feedback from colleagues and clients on professional performance
- developing and evaluating with others learning programs customised for individual or group needs

Problem Solving

- identifying hazards and assessing risks in the learning environment
- using time-management skills in designing learning programs
- calculating costs of programs and logistics of delivery, and accessing appropriate resources
- generating a range of options to meet client needs

Initiative and enterprise

- interpreting the learning environment and selecting delivery approaches which motivate and engage learners
- monitoring and improving work practices to enhance inclusivity and learning
- being creative to meet clients' training needs
- applying design skills to develop innovative and flexible cost-effective programs

Planning and Organising

- researching, reading, analysing and interpreting workplace specifications
- planning, prioritising and organising workflow
- interpreting collected evidence and making judgments of competency

Self Management

- documenting action plans and hazard reports
- working with clients in developing personal or group learning programs
- organising the human, physical and material resources required for learning and assessment

Self Management

- working within policy and organisational frameworks
- managing work and work relationships
- adhering to ethical and legal responsibilities
- taking personal responsibility in the planning, delivery and review of training
- being a role model for inclusiveness and demonstrating professionalism
- examining personal perceptions and attitudes

Learning

- undertaking self-evaluation and reflection practices
- researching information and accessing policies and frameworks to maintain currency of skills and knowledge
- promoting a culture of learning in the workplace
- seeking feedback from colleagues
- facilitating individual, group-based and work-based learning

Technology

- using technology to enhance outcomes, including online delivery and research using the internet
- using student information management systems to record assessments
- identifying and organising technology and equipment needs prior to training
- using a range of software, including presentation packages



Course Costs

\$3350.00 (GST Free)
All reading material and
Workbooks are included in
the cost of this course.



*Please refer to our Participants Handbook for;

- Compulsory fees
- Any additional Charges
- Exemptions and concessions
- Refund policy and information

Many lunch venues to choose from.

Free parking

NOTE: The cost of this course is classroom based delivery

For Traineeship costs please contact our office as this will depend on Eligibility of funding and Employer incentives.

In some cases where you are eligible for User choice funding the costs can be as little as \$1550.00

Where: Shop 5, 2 O'Hanlon Place
Federation Square
Nicholls ACT 2913

Phone: (02) 6230 9439 Fax: (02) 6230 9436

Email: bookings@mantratrainig.com.au

Web: www.mantratrainig.com.au