Certificate IV in Training and Assessment TAE40110

This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector. It is the minimum requirement for trainers and assessors working in the VET sector.

This qualification, or the skill sets 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.

Job roles associated with this qualification relate to the delivery of training and assessment of competence within the VET sector. Possible job titles and roles relevant to this qualification include:

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

COURSE REQUIREMENTS

Successful completion of this course requires the completion of 10 units of competency, of which seven are Core Units (Compulsory) and three are Elective Units.

COMPULSORY 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

Recognition First recommends the following electives:

- TAELLN401A Address adult language, literacy and numeracy skills
- TAEDEL301A Provide work skill instruction
- BSBCOMM401A Make a presentation

Electives may be chosen from our recommended list or from the general electives listed in the Training Package. 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. Where a unit is chosen from another currently endorsed Training Package or accredited course, it must be from a qualification or course at Certificate III level or above, and must contribute towards the vocational outcome of the program.

Certificate IV in Training and Assessment TAE40110 Information
Recognition First Pty Ltd, RTO Code 91429
Current 2013 Version 2
UNIT DESCRIPTIONS

**TAEASS401B Plan assessment activities and processes**
This unit describes the performance outcomes, skills and knowledge required to plan and organise the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system. It also includes the development of simple assessment instruments.

**TAEASS402B Assess competence**
This unit describes the performance outcomes, skills and knowledge required to assess the competence of a candidate.

**TAEASS403B Participate in assessment validation**
This unit describes the performance outcomes, skills and knowledge required to participate in an assessment validation process.

**TAEDEL401A Plan, organise and deliver group-based learning**
This unit describes the performance outcomes, skills and knowledge required to plan, organise and deliver training for individuals within a group.

**TAEDEL402A Plan, organise and facilitate learning in the workplace**
This unit describes the performance outcomes, skills and knowledge required to plan, organise and facilitate learning for individuals in a workplace.

**TAEDES401A Design and develop learning programs**
This unit describes the performance outcomes, skills and knowledge required to conceptualise, design, develop and review learning programs to meet an identified need for a group of learners. The unit addresses the skills and knowledge needed to identify the parameters of a learning program, determine the design, outline the content and review its effectiveness.

**TAEDES402A Use training packages and accredited courses to meet client needs**
This unit describes the performance outcomes, skills and knowledge required to use training packages and accredited courses as tools to support industry, organisation and individual competency development needs.

**TAELLN401A Address adult language, literacy and numeracy skills**
This unit describes the performance outcomes, skills and knowledge required to recognise the core language, literacy and numeracy (LLN) demands of training and assessment, and to tailor training and assessment to suit individual skill levels, including accessing relevant support resources.

**TAEDEL301A Provide work skill instruction**
This unit describes the performance outcomes, skills and knowledge required to conduct individual and group instruction and demonstrate work skills, using existing learning resources in a safe and comfortable learning environment. The unit covers the skills and knowledge required to determine the success of both the training provided and one's own personal training performance. It emphasises the training as being driven by the work process and context.

**BSBCMM401A Make a presentation**
This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.
ENTRY REQUIREMENTS

1. Due to extensive requirements for demonstration of workplace skills and knowledge of Training Packages and the Vocational Education and Training (VET) sector, Recognition First usually only accepts students currently working as VET trainers into this course. This will usually mean students are working in a Registered Training Organisation (RTO) prior to enrolling in this course.

2. Some students may be eligible for public funding in certain states or territories. To access funding, it is a requirement that you are an Australian Citizen or Permanent Resident.

Please contact the main office if you are interested in public funding arrangements or if you have any queries regarding entry requirements for this course.

COURSE DELIVERY

To complete your qualification you will need to commit to a range of study and practice activities.

1. Directed study
   a. Your trainer will provide you with questions, tasks and projects to complete. This directed study will help you build the knowledge and skills required by each competency.
      We recommend that you create a folder or book in which you keep all of your work. This Learning Diary will not be collected by Recognition First staff, but may be checked and recognised by your trainer. It should be a very valuable resource to you, your studies and your future roles. It will initially help you complete assessment tasks during your study
   b. Workplace documents. With some competencies there may be important workplace documents that you need to read and ensure familiarity with. These include policies, procedures and work documents.

2. Research Each competency will require you to gather knowledge around a topic through research. You will need to read appropriate sections of your textbook, and access VET related websites. You should expect to spend 3-4 hours per week of your own time on reading and research.

3. Recognition First Trainer Support Throughout your program you will receive training advice, support and direction from your allocated individual trainer. They will contact you regularly throughout your program, and are available to meet all your reasonable learning needs. Your trainer will contact at least once a month, but as an adult learner you can and are expected to instigate contact whenever you require support or would like further information or direction. As a distance/flexible workplace program this contact can, and does, take many formats, including face-to-face, phone, mail, email, fax, Skype and other online programs.

4. Skills Recognition/Recognition of Prior Learning (RPL) If you have experience and believe you have built skills and knowledge from current or previous job roles, you may be eligible
for RPL. Previous learning, however achieved, can contribute greatly to a person’s current competence. This has lead educators to establish ways in which evidence of such learning may be examined and judged to confirm competence. Competencies already held by individuals can be formally assessed against units of competency in this Training Package, and should be recognised regardless of how, when, or where they were achieved.

5. **Credit Transfer** If you have previously achieved qualifications and/or Statements of Attainment from another RTO, you may request to have this recognised under a Credit Transfer arrangement. You would be required to submit an official and certified copy of your Certificate and Transcript. These must contain the Training Package code, unit of competency code and name, and the RTO registration number.

**OUR ASSESSMENT METHODS**

Recognition First uses a range of assessment methods/tools to help you provide appropriate evidence. You must prove knowledge and skills to prove competency.

1. **Knowledge based assessment tasks** – these include questions and theory tasks you will be required to answer. You will submit the answers in written form or orally during an assessment interview. You must provide evidence of your understanding of the essential/required knowledge in order to achieve a competent grade for each competency. You will be given the questions/topics in advance so you have time to prepare your answers.

2. **Skills and performance based projects** – these involve building and demonstrating essential/required skills through the completion of projects in your workplace and submitting reports and documentation you develop/use through completing these projects.

3. Your trainer/assessor may also confirm skills and consistency of performance with a manager or supervisor from your workplace.