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
- BSB401A 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.
ENTRY REQUIREMENTS

1. Recognition First believes training occurs best in a workplace, and our assessment program requires that students have regular access to the work environment. Therefore students must be employed, or work as a volunteer, in an occupation relevant to the qualification they intend to study. If you do not currently meet this requirement, you must contact the office to determine if our training program will meet your needs.

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.

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.