



Certificate IV in Training and Assessment

OVERVIEW

Completion of this course may enable you to start a career as a trainer and assessor, either with a registered training organisation or in a workplace carrying out internal training and assessment or working as a training advisor. You have the opportunity to gain national recognition for your workplace training role and optimise training outcomes in your workplace. Individuals with this qualification are able to perform roles such as:

- enterprise trainer
- enterprise assessor
- registered training organisation (RTO) trainer
- RTO assessor
- training advisor
- vocational education teacher

LEARNING OUTCOMES

- Use training packages and accredited courses to meet client needs
- Address adult language, literacy and numeracy skills
- Design and develop learning programs
- Plan, organise and deliver group-based learning and facilitate learning in the workplace
- Plan assessment activities and processes and assess competence
- Participate in assessment validation
- Understand learning, teaching and assessment in a vocational education and training environment.

COMPULSORY UNITS

TAEASS401 Plan assessment activities and processes

TAEASS402 Assess competence

TAEASS403 Participate in assessment validation

TAEASS502 Design and develop assessment tools

TAEDEL401 Plan, organise and deliver group-based learning

TAEDEL402 Plan, organise and facilitate learning in the workplace

TAEDES401 Design and develop learning programs

TAEDES402 Use training packages and accredited courses to meet client needs

TAELLN411 Address adult language, literacy and numeracy skills

BSBCMM401 Make a presentation

SELECTABLE UNITS

Selectable units may apply.

ASSESSMENT

There are a range of assessment tasks to complete against each unit of competency, or cluster of units, in this qualification. You will receive detailed information about all assessments as you progress through each unit. Assessment methods include:

- research and written tasks;
- practical activities;
- demonstration of your teaching and facilitation skills; and,
- demonstration of your assessor skills.

LICENCES/TICKETS

Achievement of this qualification by trainers is a requirement of the Standards for Registered Training Organisations (RTOs) 2015.

CERTIFICATION

By successfully completing this course you will receive a nationally recognised AQF qualification.

CAREERS

Individuals who hold the TAE40116 Certificate IV in Training and Assessment can perform roles such as:

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

DELIVERY METHODS

- Blended – Teaching and assessment will be conducted on-campus and online.

LOCATIONS

- McKoy Street Main Campus VIC

DURATION

12 months from commencement date to complete all assessment tasks.

DELIVERY SCHEDULE

There are two course deliveries starting in February 2020.

- Tuesday course commencing 4 February 2020 (Tuesdays, 9am-4.30pm, on campus)
- Thursday course commencing 6 February 2020 (Thursdays, 9am-4.30pm, on campus)

This course is offered in a blended mode that comprises face-to-face classes and online learning (via Moodle, our online student learning system) which are supported by the completion of directed learning activities and assessments in your own time. You will also be expected to initiate your own individual study, research and learning. Learning resources, learning activities and assessment processes are accessible via Moodle and the recommended textbook. As significant critical learning occurs during class time, you are expected to attend classes. Wodonga TAFE does not offer TAE40116 Certificate IV in Training and Assessment in an online manner – only as a blended mode as described here for which you will be required to attend weekly workshops.

Classes will run dependent on student numbers.

AQF CODE	TAE40116
COURSE CODE	TAE40116
COURSE TYPE	Qualification

REQUIREMENTS

- You must be able to demonstrate vocational competency in your 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. We will ensure that you have vocational competency by discussing and collecting certified copies of any relevant certificates you hold, and an up-to-date and verified resume.
- You will be required to attend an interview prior to course commencement, where you will find out more about the course content and course attendance requirements.
- You will also be required to complete a pre-training review which will determine the suitability of the course for you. This review includes a literacy and numeracy assessment.
- You must have access to a computer throughout the course and be able to demonstrate a basic level of competence in Word documents, emails, and the ability to use online learning platforms.

FEES

Government Funded \$2,410.00 (Tuition \$2,310.00, Materials \$100.00)

Concession \$562.00 (Tuition \$462.00, Materials \$100.00)

Fee For Service \$3,400.00 (Tuition \$3,300.00, Materials \$100.00)

FEES ADDITIONAL INFORMATION

The student tuition fees published are indicative only and can be subject to change given individual circumstances at the time of enrolment. Funding may be made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect opportunities to access additional funding in the future. For more information see 'Fee information and eligibility' under the 'Apply Now' tab on the Wodonga TAFE website.

MATERIALS INCLUDED IN FEES

- Text book -Vocational Training and Assessment (Hill, Hill, Perlitz, 2016)

HOW TO APPLY

Apply via the 'Apply online now' button in this course information page. If the course is not available for online application, you can submit your enquiry via the online form below. Alternatively, please feel free to contact our friendly customer service team on 1300 69 8 233 or email info@wodongatafe.edu.au

PATHWAYS

Job opportunities as described above, or further study in courses such as the Diploma of Vocational Education and Training.



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WHEN YOU CAN ENROL

Apply online now for 2020. There are two courses commencing in February.