

## Certificate IV in Training and Assessment (TAE40110)



### Course description

The Certificate IV in Training and Assessment TAE40110 is the latest, nationally recognised, qualification that specifies the competencies required to plan, develop, deliver and assess training.

All registered training organisations (such as TAFE) and some workplaces require you to hold these competencies if you wish to work with them.

Candidates generally undertake this qualification because they possess vocational competence in a specific industry/subject/technical area and they need to develop or extend competence in training and assessment to facilitate and assess the learning of others.

### Who should complete this training?

- Those wanting to formalise, recognise or achieve new skills in training and assessing
- Those for whom training and/or assessing is a main part of their work role
- Those who want a nationally recognised training and assessment qualification
- Secondary teachers who wish to teach VET subjects in schools
- Anyone involved in the employment services, recruitment and human resources fields
- Life coaches, personal development trainers, etc
- Employers/managers wishing to manage the professional development of their staff

### Program overview

This Training and Assessment qualification consists of TEN (10) units of competency incorporating Seven (7) core units and Three (3) electives (details next page).

**Connect Training Group delivers this qualification flexibly;** online or via correspondence, allowing you to log in and work through your course at a time and place suitable to your needs.

This course covers the following topics: workplace training and mentoring; planning and developing learning programs; understanding and working with training packages; facilitating training; planning and developing assessments; assessing competence and validating assessments.

### Course fees

The program fee includes: access to your course which incorporates all required resources, as well as one-on-one trainer support for the duration of your enrolment. Payment can be made via our secure payment gateway by credit card or by bank transfer, cheque or money order.

Payment plans are also available by arrangement.

Course:	Payment Plan	Up Front Special	Enrolment period
Full course:	\$1700	<b>\$1490*</b>	12 months

\* Prices subject to change, please check our website for most up to date specials.

### Course Delivery, Duration & Enrolment Period

This course is provided flexibly online or via distance education. Connect has developed this course by combining units with complimentary learning outcomes into 5 lessons. We estimate that each lesson will take approximately 35-50 hours to complete; this is simply an estimate that depends on any experience or skill and knowledge you have relating to facilitating and assessing training.

The normal enrolment period is 12 months, however please check the enrolment period information provided on the specific course you are interested in: [www.connect.edu.au](http://www.connect.edu.au). We also recommend you read our student handbook which is provided on our website.

## Course Pre-Requisites

There are no pre-requisites associated with this qualification and it is suitable for people who are relatively new to training as well as those with extensive experience. This qualification requires you to have access to a computer and the internet, as well as sufficient language, literacy and computing skills, e.g.:

- Ability to interpret and comprehend written information to develop learning and assessment content and processes
- Language skills to provide clear information/instructions and to give receive and interpret feedback at the necessary level between trainer/assessor and client group.

Projects are undertaken as part of completing the qualification, and a workplace or practice environment is needed. You will also need to arrange to video your facilitation of a group for a minimum of 1 hour.

## Trainer support

Connect provides one-on-one trainer support for the duration of your enrolment. Our friendly and experienced trainers will assist you throughout your enrolment with any questions, as well as clarify any of the tasks with you. Support is provided by: Phone (1300 737 434); email; Skype text, chat and video link, as well as messages and forums from within your course. Submitted assessments are turned around within 72 hours allowing you to continue working consistently through your course. We consistently review all our students' progress, which allows us to monitor any required assistance or encouragement so you stay focussed.

## Assessment Pathways - including Recognition of Prior Learning

Assessments require students to apply their knowledge and skills within a fictional or actual work environment. A fictional workplace is provided online to assist with completing some of the assessments to determine underpinning knowledge and skill.

**The following pathways are available for you:**

- Study followed by assessment
- Recognition of Prior Learning: If you have previous skill and knowledge and can provide evidence to support your RPL application, simply contact us to discuss this.
- Assessment only: Simply work through the assessments

**Types of assessment tasks take the form of:**

- Questionnaires
- Case Study tasks
- Portfolio's
- Video presentation of your facilitation skills (other options are available)

Assessments are conducted on-line and submitted via the learning management system (LMS) or can be emailed or mailed into Connect Training Group for assessment.

## Description of units

The Certificate IV in Training and Assessment TAE40110 is made up of the following 10 units within the following 5 lessons:

### Workplace Instruction

- **TAEDEL402A: Plan, organise and facilitate learning in the workplace**  
This unit specifies the competency required to plan, organise and facilitate learning for individuals in a workplace.
- **TAEDEL301A - Provide work skill instruction**  
This unit covers the skills required to conduct individual and group instruction and demonstration of work skills using existing learning resources in a safe and comfortable learning environment. It also covers how to determine the success of both the training provided and reflection of personal training performance.
- **TAEDEL404A: Mentor in the workplace**  
This unit describes the skills required to establish and develop a professional mentoring relationship with a learner or an apprentice or trainee within a workplace. It includes establishing the need for mentoring, developing a mentoring plan/framework, facilitating and monitoring the mentoring relationship and evaluating the effectiveness of mentoring.

## Training Package

- **TAEDES402A - Use Training Packages & accredited courses to meet client needs**

This unit addresses the skills and knowledge required to use Training Packages and accredited courses. This includes identifying and sourcing Training Packages and accredited courses to meet client needs, and interpreting the requirements of Training Package/s including the competency standards/units, the packaging rules for qualifications and the assessment guidelines.

## VET Learning programs

- **TAEDEL401A - Plan, organise and deliver group-based learning**

This unit describes the skills and knowledge required to plan, organise and deliver training for individuals within a group. It encompasses interpreting the learning environment and delivery requirements for the identified group of learners, developing session plans, and preparing and organising the resources required.

- **TAEDES401A - Design and develop learning programs**

This unit specifies the competency required to conceptualise, design, develop and evaluate learning programs to meet an identified need for a group of learners, using appropriate criteria. Criteria may include endorsed competency standards and other specifications such as organisational performance standards, product equipment specifications and workplace procedures.

## Plan assessment and assess competence

- **TAEASS301B: Contribute to assessment**

- This unit describes the performance outcomes, skills and knowledge required to contribute to the assessment process.

- **TAEASS401B - Plan assessment activities and processes**

This unit describes the 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 plans and instruments.

- **TAEASS402B - Assess competence**

This unit addresses the skills and knowledge required to assess the competence of a candidate.

## Assessment Validation

- **TAEASS403B - Participate in assessment validation**

This unit specifies the competence required to participate in an assessment validation process.

## How do I enrol?

Through our website: [www.connect.edu.au](http://www.connect.edu.au). Simply select the course you wish to enrol and follow the prompts.

If you have any questions please phone: **1300 737 434** during business hours or email: [info@connect.edu.au](mailto:info@connect.edu.au).