

TAE40116: Certificate IV in Training and Assessment

Course Description

The Certificate IV in Training and Assessment (TAE40116) is the nationally recognised qualification that specifies the competencies required to plan, develop, deliver and assess training across VET and/or workplace standards. Those wishing to work as trainers for registered training organisations (such as TAFE/ Private RTOs, etc.) as well as other training organisations or independent workplaces, require their trainers to hold this qualification.

Who Should Complete This Training?

Those who have some involvement in induction or workplace training programs and have access to a workplace training environment, and who are wishing to gain a formal national recognised qualification as a trainer. It includes, but not limited to, developing the skills and knowledge to plan, design, deliver, assess and review training programs based on specific standards, the workplace environment, and learners' needs.

Program Overview

This Training and Assessment qualification consists of 10 units of competency, incorporating nine core units and one elective unit. (Details of these are on the next page.)

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

This course addresses the following topics: Understanding VET and working with nationally recognised training packages; workplace training, facilitation and mentoring; planning and developing learning programs and assessment tools; planning and developing assessments; assessing competence; validating assessment tools and identifying adult language, literacy and numeracy skills (LLN); and providing relevant support for skill gap areas.

The total nominal hours for this course are 820, which includes the completion of all assessment tasks, time to arrange and organise practical assessment tasks as well as 260 hours of practicum to be completed outside the course and must be signed off by a VET mentor or your workplace supervisor/manager. You can also reflect on the past 12 months for this VET practicum

Course Fees

Program fees include access to your online course content, resources and assessment tasks, as well as one-on-one trainer support for the duration of your enrolment. Payment can be made by credit card or bank transfer. The overall program fees are \$1,500, payable upfront. Prices are subject to change, so please check our website for any current offers.

Course Delivery, Duration and Enrolment Period

This course is provided flexibly online or via distance education. Connect has developed this course by clustering some of the required units, with complementary learning outcomes, into five lessons. We estimate that it will take approximate 560 hours to complete the course content and assessment tasks, and an additional 260 hours for your VET practicum. This makes up a total volume of learning of 820 hours.

The enrolment period for this course is 12 months. However, the volume of learning is based on 6 months (820 hours). Enrolment extensions beyond 12 months are subject to an extension fee.

Course Prerequisites

There are no prerequisites 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 a reliable Internet connection, a workplace or practice environment to complete the portfolio tasks, as well as sufficient language, literacy and computing skills (e.g., the 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
- Numeracy skills to calculate timings for session planning cost of training, etc.

Assessment Pathways - Including Recognition of Prior Learning

Assessments require students to apply their knowledge and skills within a simulated and actual work environment. A simulated workplace is provided online to assist with completing some of the assessments to determine your underpinning knowledge and skills. You will also still need a practice environment so you can perform some of these activities.

The following pathways are available for you:

- Study followed by assessment
- Recognition of Prior Learning (RPL): If you have previous skills 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
- portfolios
- video presentation of your facilitation and assessment skills (other options are available).

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

NOTE: Portfolios are undertaken as part of completing this qualification, which require you to have access to a workplace or practice environment that allows you to

- deliver training to a minimum group of eight candidates for three training sessions each for a minimum duration of 40 minutes (3 x 40-minute sessions). This training can be based on workplace standards and outcomes. It must be either videoed for us to review your skills, or if you have access to a qualified VET trainer (TAE40110 or TAE40116 Cert IV in TAA) they can observe you on our behalf using a checklist provided by us.
- arrange the assessment of three candidates against a unit of competency, based on your area of expertise and experience. The assessment decisions need to be made in collaboration with a qualified VET assessor (TAE40110 or TAE40116 Cert IV in TAA), such as your Connect trainer or a qualified VET assessor you may have access to in your workplace environment. If you do not have access to a qualified VET assessor in your workplace, you must arrange to video these assessment sessions so we can observe your skills and processes.

Trainer Support

Connect provides one-on-one trainer support for the duration of your enrolment. Your trainer will guide you throughout this program and assist you with any questions or any challenges that may impede your progress. Support is provided by email and phone. Submitted assessments tasks are reviewed and turned around within 72 hours, allowing you to continue working consistently through your course.

Connect Training and Education

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Description of Units

The Certificate IV in Training and Assessment TAE40116 is made up of the following 10 units within the following five lessons:

Lesson 1: Training Packages

TAEDES402: Use Training Packages and 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. (Approximate timeframe for completion: 25 hours.)

Lesson 2: Adult LLN

TAELLN411: Address Language, Literacy and Numeracy Requirements.

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. This unit introduces trainers and assessors to core LLN issues in training and assessment practice. Competence in this unit does not indicate that a person is a qualified specialist adult language, literacy or numeracy practitioner. Evidence to be addressed includes the ability to use tools to identify the LLN skill requirements (reading, writing, speaking, listening, and numeracy) of the training specification and/or assessment process relevant to vocational delivery, and to customise and use at least two learning resources to address LLN requirements and select, use and review at least two assessment strategies that cater for the identified LLN needs of the learner group. (Approximate timeframe for completion: 30 hours)

Lesson 3: Develop and Deliver Learning Programs.

TAEDES401: Design and Develop Learning Programs.

This unit specifies the competency required to contextualise, design, develop and review learning programs to meet an identified need for a group of learners. It addresses the skills and knowledge needed to identify the parameters of a learning program, determine its design, outline the content, and review its effectiveness. It applies to trainers or facilitators who work under limited supervision to design, or develop, learning programs that are discrete, and provide a planned learning approach related to specific learning and training needs, or to part of the learning design for a qualification.

TAEDEL401: 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 applies to a person working as an entry-level trainer, teacher or facilitator structuring a learning program developed by others in, or with, a training and assessment organisation. Evidence involves the actual facilitation of three different training sessions, each of at least 40-minutes' duration, to a group of eight or more candidates for each session. This must be either videoed for your Connect Trainer to review, or observed by a qualified trainer whom you have access to.

TAEDEL402: Plan, Organise and Facilitate Learning in the Workplace.

This unit describes the skills and knowledge required to plan, organise and facilitate learning for individuals in a workplace, using real work activities as the basis for learning. It applies to a person working as an entry-level trainer, teacher or facilitator or an employee, team leader or workplace supervisor responsible for guiding learning through work. (Approximate timeframe for completion of these three units of competency: 215 hours.)

Lesson 4: Assessment Validation

TAEASS403: Participate in Assessment Validation.

This unit describes the skills and knowledge required to participate in an assessment validation process. It applies to assessors and workplace supervisors with assessment validation responsibilities participating in, but not necessarily leading, the process. Evidence requirements include actively participating in three validation sessions that address the critical aspects of validation. (Approximate time frame for completion: 65 hours.)

Lesson 5: Design, Plan and Assess Competence.

TAEASS401: Plan Assessment Activities and Processes.

This unit describes the skills and knowledge required to plan the assessment process, including RPL, in a competency-based assessment system. It applies to individuals with assessment-planning responsibilities. In planning activities and processes, individuals are required to identify the components of assessment tools, analyse and interpret assessment tools, and develop assessment instruments (also known as assessment tasks) and assessment plans. Assessment tasks/evidence will confirm that you have planned and organised the assessment process on a minimum of five occasions.

TAEASS402: Assess Competence.

This unit describes the skills and knowledge required to implement an assessment plan and gather quality evidence to assess the competence of a candidate using compliant assessment tools. It applies to teachers, trainers and assessors in enterprises and registered training organisations (RTOs) and those providing assessment advisory services. Assessment/evidence includes the assessment of at least five candidates within a VET context against at least one unit of competency or accredited unit. The assessment decision must be undertaken in collaboration with a qualified trainer (Connect Trainer or a qualified trainer you have access to in your work/training environment).

TAEASS502: Design and Develop Assessment Tools

This unit describes the skills and knowledge required to design and develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative, and RPL assessment. The candidate must show evidence of the ability to complete the tasks outlined in the elements and performance criteria of this unit, including developing at least three assessment tools that support different assessment methods, and address at least one unit of competency each.

TAEASS301: Contribute to Assessment.

This unit describes the skills and knowledge required to contribute to the assessment process. It applies to a person with technical or vocational expertise who is in a supervisory or mentoring/coaching work role, and for whom collecting the evidence for assessment is an adjunct to their principal work responsibilities. The unit applies to those involved in collecting evidence for assessment against units of competency or accredited courses. (Approximate timeframe for completion of these four units of competency: 215 hours.)

How Do I Enrol?

You can enrol on our website, connect.edu.au. If you have any questions, please call or email us (details below).

We look forward to having you on board!

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