

TAE40116 Certificate IV in Training and Assessment Dive Instructors' Fast Track

Course Description

The Certificate IV in Training and Assessment (TAE40116) is the most current nationally recognised qualification that specifies the competencies required for a qualified trainer to plan, develop, deliver and assess training. 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 other individuals.

Who Should Study the Training And Assessment Qualification?

- Dive Instructors who facilitate first aid training or other accredited courses
- Those for whom training and assessing is a main part of their work role
- Those who want nationally recognised training and assessment qualifications.

Program Overview for Dive Instructors

The Training and Assessment qualification consists of 10 units of competence including nine core units and one elective unit. This course has been specifically designed to take into consideration your previous learning and current skills based on your dive instructor experiences, so you can **fast track** this qualification. If you meet the documentation requirements detailed below, you will receive Recognition of Prior Learning (RPL) for two or more of the 10 units required for this qualification and, depending on current experience, partial recognition for some of the other assessment task requirements.

To meet the entry requirements of this course and be eligible for RPL, you will need to provide the following evidence:

- A scanned copy of your Dive Instructor qualification and details of courses you have delivered to date;
- A Statutory Declaration provided by Connect Training and signed by your dive manager/supervisor to verify your ability to meet specific workplace training and mentoring skills;
- AND/OR your current resumé with email contact details of referees to support your diver/trainer experience;
- A completed questionnaire confirming your current training/assessing practices.

This program is delivered online, allowing you to log in and work through your course at a time and place suitable to your needs.

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 \$1,350, payable upfront. Prices are subject to change, so please check our website for any current offers.

Course Duration and Enrolment Period

The minimum expected volume of learning timeframe for completing this AQF level IV qualification is 6 months or 820 hours. However, based on your dive instructor evidence and experience, you can expect to reduce the volume of learning of this course to approx. 4 months or 380–420 hours.

There is a 12-month enrolment period for this course.

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 assessment tasks associated with this course. NOTE: You will also need a practice environment in order for you to perform some of the other assessment activities.

The highlighted units above indicate the **suggested selection of units** for assessment in this RPL pathway. Please note that there is a maximum of **four elective units only** that need to be selected from this list. This elective choice provides an option for candidates to select the elective path most suitable to their skills and experience, and it can also take into consideration other diploma-level units that you have already completed. For example, if you deliver e-learning courses, you can select this cluster or a unit from this cluster as well as one of the other elective choices in the other clusters.

Types of assessment tasks include the following:

- Questionnaires
- Case study tasks
- Portfolio of evidence.

Assessments are provided online and also submitted through this online platform, or they can be emailed or posted to Connect Training Group for assessment.

NOTE: Based on the review of any previous experience you have in assessing candidates against units of competency (in collaboration with a qualified VET trainer/assessor), you will need to complete a practical portfolio of evidence that involves the planning and preparation of assessment, and assessment of the skills and knowledge of three candidates (adults) against a complete unit of competency. Your assessment decisions need to be made in collaboration with a qualified VET trainer/assessor, such as your Connect trainer OR a qualified VET trainer you may have access to in your workplace environment. If you do not have access to a qualified VET trainer/assessor in your workplace, you will need to arrange to video this assessment process so your Connect trainer can “observe” your skills across this area and review all your assessment decisions.

Description of Units to Be Completed

If you meet the entry requirements of the Dive Instructors’ course, you will receive recognition of a minimum of two units of competency and will only need to complete the units as indicated below to achieve this full qualification (TAE40116: Certificate IV in Training and Assessment). This course has been developed into the following five lessons. Units and/or assessment tasks you may achieve recognition for have been marked as such below.

1. Training Packages

TAEDS402: 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.

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. 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.

3. Develop and Deliver Learning Programs.

Partial RPL may be received for some of the tasks associated with these units.

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 that relates to specific learning and training needs, or part of the learning design for a qualification.

TAEDEL401: Plan, Organise and Deliver Group-Based Learning. (RPL)

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.

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

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.

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.

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, to analyse and interpret assessment tools, and to 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 VET trainer. (This could be either your 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 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.

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 with any questions or any challenges that may impede your progress. Support is provided by email and phone. Submitted assessment tasks are reviewed and turned around within 72 hours, allowing you to continue working consistently through your course.

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!