TAE40110 Certificate IV in Training and Assessment – Train the Trainer short course

Program overview: Train the Trainer

This workplace trainer short course will assist you in achieving 3 units of competency towards the full qualification: TAE40110 Certificate IV in training and assessment.

This short course is specifically designed for those who want to be workplace trainers or seek recognition as a workplace trainer, for example:

- Any one planning, organising and facilitation training in the workplace
- Anyone wishing to increase their prospects for advancement and promotion in the training field
- Those who wish to obtain the full qualification (TAE40110 Certificate IV in Training and Assessment) in small steps.

On successful completion of this course you will achieve a nationally recognised statement of attainment for these 3 units:

- TAEDEL301A: Provide work skill instruction
- TAEDEL402A: Plan, organise and facilitate learning in the workplace
- TAEDEL404A: Mentor in the workplace

This program is delivered flexibly online allowing you to log in and work though your course at a time and place suitable to your needs, or we can provide a CD containing course materials and assessment task if you prefer to work offline.

Course fees

Program fees includes access to your course content which includes all required resources as well as one-on-one trainer support for the duration of your enrolment. Payment can be made via our payment gateways by credit card, bank transfer, cheque or money order. Payment plans are also available by arrangement.

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<th>Course: Train the Trainer short course</th>
<th>Payment Plan</th>
<th>Up Front Payment</th>
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<td></td>
<td>$590</td>
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* Prices subject to change, please check our website for most up to date specials.

Course Duration & Enrolment Period

This course has been developed into one lesson and we estimate this will take approximately 60 hours to complete. This is a very generous estimate that also depends on your previous skill and knowledge.

Trainer support

You have one-on-one trainer support for the duration of your enrolment. Your trainer will assist you throughout the program with any questions you may have and to assist you work on any challenges that may impede your progress. Support is provided by: Phone (1300 number); email; Skype text, chat and video link; message and forums from within your course. Assessments are turned around within 72 hours allowing you to continue working consistently through your course.
Description of units: Train the Trainer
The Train the Trainer Skills Set short course is made of three (3) units of competency delivered and assessed across one (1) online lesson:

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.

Assessment Pathway
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. RPL application kit provided on request.
- Assessment only: Simply work through the assessment tasks

**NOTE:** Please also note that one of the assessment tasks for this course requires you to provide a 1-hour video presentation of your facilitation skills. Other options are available if you have access to a qualified trainer / assessor within your workplace who has or will observe you facilitating a group of 3 or more participants.

How do I enrol?

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