

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.



NATIONALLY RECOGNISED
TRAINING

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 assessing qualifications

Program overview for Dive Instructors

The Training and Assessment qualification consists of ten (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 2 or more of the ten (10) units of required for this qualification and depending on current experiences, 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:

- Scanned copy of your Dive Instructor qualification and details of courses you have delivered to date
- Arrange for your Dive manager/supervisor to sign a Statutory Declaration (provided by Connect Training Group) to verify your ability at meeting specific workplace training and mentoring skills AND/OR your current resume with email contact details for referees to support your diver/trainer experience
- Completion of a questionnaire to confirm 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 course content; 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.

Course:	Payment Plan	Up Front Payment
Cert IV in training and assessing – Dive Instructors	\$1890	\$ 1350

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

Course Duration & Enrolment Period

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

You have 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 so you can perform some of the other assessment activities.

Types of assessment tasks include:

- Questionnaires
- Case Study tasks
- Portfolio of evidence

Assessments are provided on-line and submitted through this online platform as well, or they can be emailed posted to Connect Training Group for assessment.

NOTE: Based on the review of any previous experiences 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 assessing the skills and knowledge of 3 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 of 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 2 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 (5) lessons. Units and/or assessment tasks you may achieve recognition for, have been marked as such below.

**1) Training Packages****TAEDES402: 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.

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 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 & Deliver Learning Programs Partial RPL 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 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 3 validation sessions that address the critical aspects of validation.

5) Design, Plan & Assess Competence

TAEASS401: Plan assessment activities and processes

This unit describes the skills and knowledge required to plan the assessment process, including recognition of prior learning (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 you have planned and organised the assessment process on a minimum of 5 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 5 candidates within a VET context against at least 1 unit of competency or accredited unit. The assessment decision must be undertaken in collaboration of 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 to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (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 principal work responsibilities. The unit applies to those involved in collecting evidence for assessment against units of competency or accredited courses.

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.

How do I enrol?

Through our website: www.connect.edu.au

Select the payment option suitable for you and we will process your enrolment and get you started.

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

