



asc
training and
development

RTO Code: 2353

TAE40116

Certificate IV in Training & Assessment



NATIONALLY RECOGNISED
TRAINING

Duration
8 Months

Format
Face to Face

Pre-Requisites
No

Funding
No

Description

This qualification is a requirement of the Australian Quality Training Framework Essential Standards for Registration.

It gives learners a wide range of practical tools to use in designing, delivering and evaluating training and assessment in the vocational education and training (VET) sector including:

- planning, preparing, delivering and evaluating training for individuals and groups
- unpacking training packages
- working within the VET framework
- designing and contextualising learning programs
- assessing learner needs and performance

Learners will have the opportunity to practise and develop their training and assessment skills in a supportive environment. They will engage in two-way feedback with facilitators and other learners to maximise the learning experience.

Prerequisites

Those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing area. Participants must have access to one, or a range of, workplaces or practice environments that will provide them with the opportunity to practice their training and assessment skills in a real workplace, and complete tasks with real vocational learners. All participants will be required to undertake a Language, Literacy & Numeracy quiz at the time of enrolment as the Certificate IV in Training and Assessment requires the learner to read, interpret and produce complex documents.

Job Roles

This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector.

Qualification Rules

This qualification is made up of 10 units of competency based on the qualification packaging rules, located at www.training.gov.au.

Based on many years' experience working with a wide range of organisations, ASC Training & Development have customised this qualification to reflect key training and assessing competencies.

Units

- TAEDEL301 Provide work skill instruction
- TAEASS401 Plan assessment activities and processes
- TAEASS402 Assess competence
- TAEASS403 Participate in assessment validation
- TAEASS502 Design and develop assessment tools
- TAEDEL401 Plan, organise and deliver group-based learning
- TAEDEL402 Plan, organise and facilitate learning in the workplace
- TAEDES401 Design and develop learning programs
- TAEDES402 Use training packages and accredited courses to meet client needs (On line learning)
- TAEELN411 Address adult language, literacy and numeracy skills



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TAE40110

Certificate IV in Training & Assessment

Format

Full-day workshops scheduled approximately 4 weeks apart.

The majority of the assessment will comprise of a case study, which we will develop throughout the qualification. The case study will develop along the following natural progression:

1. Identify a Training Gap
2. Develop Individual Learning Plans
3. Utilise Training Packages to identify suitable Nationally Recognised Training
4. Assess and develop LLN 'spiky profiles' for individuals and units of competency
5. Develop Learning Programs to close the Training Gap
6. Consider any Special Needs / Reasonable Adjustments
7. Develop Session Plans to deliver the Learning Programs
8. Plan, deliver and review both Skills Sessions and Group Facilitation
9. Develop Assessment Plans, Tools and Instruments
10. Assess Competence, face-to-face and via RPL
11. Validate Assessment Processes

If learners do not have a suitable case study from their own workplace, we can help to create scenario and provide the necessary input to develop the skills and knowledge required.

Some additional assessment tasks need to be completed between sessions.

We recommend learners set aside 10 – 15 hours to complete tasks for each of the 10 units of competency.

Graduate Outcomes & Opportunities

Our graduates tell us that this course has inspired them to develop their training and assessing skills and has resulted in:

- improved knowledge of the VET sector and how it operates
- greater confidence and competence in presenting to small and large groups

- self-awareness of skills and abilities
- improvement through personal reflection and challenges
- improved planning for structuring programs and sessions
- the development of the skills to effectively engage adults in training
- better understanding of the diverse needs of learners and how to cater for these
- a deeper understanding of assessment processes
- commitment to continuous improvement in training and assessing
- enhanced communication skills
- employment and professional development opportunities
- Employers tell us that there have been significant and measurable benefits to the workplace as a result of staff attending this course.

Future Pathways

Graduates can undertake a Diploma qualification from the following:

TAE50116 - Diploma of Vocational Education and Training

TAE50216 - Diploma of Training Design and Development

Investment

Investment

\$3,950

Nationally recognised training is GST free.

Inclusions:

- Continuous coffee, tea and morning tea are provided at sessions. There are many quality food vendors within 1-2 min walk for you to purchase your lunch, or you are welcome to bring your own lunch if you wish.
- Course learning materials
- Assessments
- Certification upon successful completion

For more information, contact:

(08) 8410 2627

www.asctraining.com.au

Course Details and Schedule

All workshops 9:00am - 4:30pm

Training Venue

ASC Training & Development
Harmer House
Level 2, 5 Leigh Street
ADELAIDE SA 5000

Please Note:

For further specific information regarding each of these units, please visit: www.training.gov.au click on 'Competencies' and type in the required unit code.

Workshop 1	TAEDES401 Design and develop learning programs
Workshop 2	TAEDEL402 Plan, organise and facilitate learning in the workplace On line learning TAEDES402 - Use training packages and accredited courses to meet client needs
Workshop 3	TAELLN411 Address adult language, literacy and numeracy skills
Workshop 4	TAEDEL301 Provide work skill instruction
Workshop 5	TAEDEL301 Provide work skill instruction
Workshop 6	TAEDEL401 Plan, organise and deliver group-based learning
Workshop 7	TAEDEL401 Plan, organise and deliver group-based learning
Workshop 8	TAEDEL301, TAEDEL401 Assessment (Observation)
Workshop 9	TAEDEL301, TAEDEL401 Assessment (Observation)
Workshop 10	TAEASS401 Plan assessment activities and processes & TAEASS502 Design and develop assessment tools
Workshop 11	TAEASS401 Plan assessment activities and processes & TAEASS502 Design and develop assessment tools
Workshop 12	TAEASS502 Design and develop assessment tools & TAEASS402 Assess competence
Workshop 13	Trialling & reviewing assessments
Workshop 14	TAEASS401, TAEASS502, TAEASS402 Summative assessment (Observation)
Workshop 15	TAEASS403 Participate in assessment validation & TAEASS403 Summative Assessment (Observation)
Workshop 16	TAEASS403 Participate in assessment validation & TAEASS403 Summative Assessment (Observation)