

Info Pack

TAE40116

Certificate IV in Training and Assessment



Duration

0-10 day workshop
plus self-paced activities



Entry Requirements

Yes



Delivery

Online (including trainer support), Live Class, Blended learning or RPL



Accreditation

This is a nationally recognised qualification

Learn essential skills in the design, delivery and assessment of vocation based training. This is a requirement for anyone who is delivering training and assessment services in the vocational education and training (VET) sector.

Who is this for?

This is an ideal qualification for experienced professionals who are inspired to share their knowledge and skills with others by pursuing a new career path in the VET sector.

This qualification, or the skill sets derived from units of competency within it, is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET program.

What You'll Learn

When you finish this course, you'll be able to:

- Work in a vocational education environment
- Design and develop learning programs
- Plan and organise training delivery
- Link learning to standards/benchmarks
- Facilitate learning to groups and individuals
- Evaluate the impacts of learning programs
- Utilise learning resources and equipment
- Identify and support language, literacy and numeracy needs in the learning process
- Demonstrate and practice innovative delivery and assessment processes
- Design and develop assessment tools
- Plan and organise assessments
- Assess competence
- Participate in assessment validation

Career Opportunities

This course is designed for people interested in developing their capacity to be an:

- Enterprise/workplace trainer and assessor
- Registered training organisation (RTO) trainer and assessor
- Training adviser or training needs analyst
- Vocational education teacher
- Adult educator

Entry Requirements

- Demonstrate vocational competency in your proposed training and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include holding a relevant qualification.
- Have access to a VET training environment to complete post course assessments where required (if undertaken via online).
- Have access to a mentor who holds TAE40116 Certificate IV in Training or Assessment or a higher level adult education qualification (if undertaken online).



Delivery Options

1. Live Class

- i) Group workshop with a trainer to support and guide you through activities. Ask us for scheduled course dates at locations convenient to you.
- ii) We can also come to your workplace and deliver a customised program to meet your workplace needs (Minimum numbers apply. Contact us to discuss your particular needs).

2. Blended Learning

This is a flexible and efficient way to complete your qualification. It may include live classes, online study, self-paced activities and webinars.

3. Online

The entire course is offered electronically through our Learner Portal.

4. Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the process that is used to recognise the skills and knowledge you have acquired through personal and work experience - the "University of Life". The evidence you provide is matched to a complete qualification where possible or alternatively, to part of a qualification. A successful RPL application means that you could receive certification without further study or may be able to fast track through a qualification. Please contact us to organise an individual assessment of your current knowledge and skills.

Duration

You have 12 months from course commencement to complete this qualification.

Course Outline

To complete this qualification you must demonstrate competency in a total of 10 units. Nine of these units are core with only one elective. Other electives are available however they may incur an additional cost and enrolment must be approved by Blueprint.

Units of Competency		Core/ Elective/Group
TAEASS401	Plan assessment activities and processes	Core
TAEASS402	Assess competence	Core
TAEASS403	Participate in assessment validation	Core
TAEASS502	Design and develop assessment tools	Core
TAEDEL401	Plan, organise and deliver group-based learning	Core
TAEDEL402	Plan, organise and facilitate learning in the workplace	Core
TAEDES401	Design and develop learning programs	Core
TAEDES402	Use training packages and accredited courses to meet client needs	Core
TAELLN411	Address adult language, literacy and numeracy skills	Core
TAEDEL301	Provide work skill instruction	Elective

Course Materials

Your learning resources will include:

- Training Manual
- Resource Library containing document templates, samples, fact sheets and explainer videos
- Access to live and recorded webinars and online discussion forums
- Access to the student Learner portal

You will also be able to access our "Homework Club", tutorials and individual support calls.

Technology Requirements

During your studies, you will need access to the following:

- Computer with compatible operating system (Windows 8 or higher, Mac)
- Printer, scanner and phone
- Current web browser (Chrome, Safari or Firefox)
- Email address and stable Internet connection access (with a reliable speed of at least 5mbps)
- Microsoft Office - including Word, Excel and PowerPoint
- Adobe reader

Assessment

Assessment is a combination of:

- Knowledge questions
- Case studies and Projects
- Practical Activities

Further Training Options

If you successfully complete this qualification you could continue your studies in higher level adult education qualifications within the VET or university sectors.

Fee Information

Please see our full Fee Schedule for information about unit costs (where applicable), RPL fees and Refund Policy.

Group Training	Live	Online	RPL
Please call for group discount offers	\$2795	\$1500 upfront (\$1600 Payment Plan)	\$1500 upfront (\$1600 Payment Plan)