

# Info Pack

TAESS00014

## Enterprise Trainer – Presenting Skill Set



### Duration

0-2 day workshop  
plus self-paced activities



### Entry Requirements

Yes



### Delivery

Live Class, Blended  
learning, Online or RPL



### Accreditation

This is a nationally recognised  
skill set derived from a qualification

Designed to provide VET practitioners with the basic training competencies to meet Standards for RTOs requirements. Two elective units of competency from within the delivery sector of TAE40116 Certificate IV in Training and Assessment are covered.

### Who is this for?

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

This skill set is also ideal for experienced professionals who are engaged in workplace training, such as supervisors of apprentices and trainees, team leaders and senior employees. Other candidates may wish to use this skill set as the entry point for the full TAE40116 Certificate IV in Training and Assessment.

## What You'll Learn

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

- Plan, organise and deliver work-based instruction
- Plan, facilitate and review presentations
- Evaluate the impacts of learning programs
- Utilise learning resources and equipment
- Demonstrate and practice innovative delivery processes

## Career Opportunities

This course is designed for people interested in becoming or maintaining their capacity to be an:

- Enterprise/workplace trainer
- 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 vocational 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 via 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 Uplearn - our Learning Management System.

### 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 course you must demonstrate competency in a total of 2 units.

Units of Competency		Core/ Elective
TAEDEL301	Provide work skill instruction	Elective
BSBCMM401	Make a presentation	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 Uplearn Learning Management System

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. These might include:

[TAE40116 Certificate IV in Training and Assessment](#)

## Fee Information

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

Live Class	Blended	Online	RPL
As negotiated with group	<b>\$600</b>	<b>\$600</b>	<b>\$300</b>