

Course Description

The Certificate IV in Training and Assessment is aimed at developing the competency, skills and knowledge of trainers, managers and coaches in the workplace. It is particularly targeted towards those who are currently trainers (and/or workplace assessors) or those who are entering the field.

Upon successful completion of the course, participants will be able to implement newly developed skills in the design, delivery, development, assessment and review of training programs.

As a nationally recognised training qualification, the Certificate IV provides a valuable opportunity for new and current training professionals to acquire or update their skills in the Adult and Vocational Educational Sector.

Pre-Requisites

While there are no formal pre-requisites it is strongly recommended that **participants have a current training role, possess some training requirements as part of their current role or plan to commence a training role.** Joining with no access to a training role would make it difficult to practice the skills learnt and it would also be more difficult to complete the Post-Unit Learning requirements (to achieve competency).

Nationally Recognised Training

This program is a nationally recognised qualification at AQF (Australian Qualification Framework) Level 4. Participants who achieve competency in the 7 core units and 3 electives will be granted a Certificate IV in Training and Assessment. If individual units are completed (but not the full 10) then once participants achieve competency they can be granted Statements of Attainment for those units. If a participant decides later to return and complete the qualification, those units completed will be taken into consideration and credit granted.

Assessment

A variety of assessment methods occur for each unit with a Post-Unit Workplace Learning Project also required. Sometimes these are issued as integrated assessments that cover more than one unit. The projects present an opportunity for participants to demonstrate their competency on-the-job through the implementation of activities and collection of evidence to meet the required unit competencies.

Flexible Delivery

Attendance at classes is not compulsory, although we strongly recommend it for this particular qualification. If you can not attend all training or if you would prefer to undertake the units by self-directed learning you may do so. You will receive course materials and assessment requirements by mail, then work through the unit at your own pace, availing of telephone and email support when required. There are demonstration components to some of the units that may be easier for you to do face to face with an assessor as opposed to submission of video evidence or similar.

If you are an experienced trainer, you may proceed directly to the assessment task (for which you could submit current or previous work along with any new work required to meet competency standards). Liaise with our qualified assessor on this as you may like to discuss this further.

Course Content

Below is an outline of the units and fields as they are categorised.

Field Clusters	Core Units
Assessment	TAEASS401A Plan assessment activities and processes TAEASS402A Assess competence TAEASS403A Participate in assessment validation
Learning Design	TAEDES401A Design and develop learning programs TAEDES402A Use training packages & accredited courses to meet client needs
Delivery and Facilitation	TAEDEL401A Plan, organise and deliver group-based learning TAEDEL402A Plan, organise and facilitate learning in the workplace
Field Clusters	Elective Units (minimum 3 required)
Assessment	TAEASS301A Contribute to assessment TAEASS502A Design and develop assessment tools
Delivery and Facilitation	TAEDEL301A Provide work skill instruction TAEDEL403A Co-ordinate and facilitate distance-based learning TAEDEL404A Mentor in the workplace TAEDEL501A Facilitate e-learning
Language, Literacy, Numeracy	TAELLN401A Address adult language, literacy and numeracy skills
Training Advisory Services	TAETAS401A Maintain training and assessment information
Imported	BSBAUD402A Participate in a quality audit BSBCMM401A Make a presentation BSBLED401A Develop teams and individuals BSBMKG413A Promote products and services BSBREL402A Build client relationships and business networks BSBRES401A Analyse and present research information

Learning Pathways

This qualification can be completed as any of these pathways...

RPL: If you have the skills and experience to meet all the competencies of any unit/s, and can demonstrate/document that competency, then you may apply for RPL. Whether you have gained competence through work, life experience or through other learning experiences, it is the demonstration and "evidence" that we will look at when comparing your application to the competencies required. A list of competencies for the units can be made available for you along with an RPL Application form to help you prepare for the RPL Interview. Learners should allow 100 hours to complete the qualification in this format however, this is assuming that they are able to provide sufficient and current evidence against each performance criteria.

Group sessions: There may be a number of people in your organisation that can come together for a series of training sessions in your workplace, or an agreed alternate location. We recommend a 10 day ideal program however, the amount of time face-to-face can be discussed and agreed depending on the current competencies of the participants and viability of them coming together. The group sessions are accompanied by assessment tasks combining written tasks (short answer questions and projects), research findings and demonstration activity that could be arranged in your workplace or incorporated into the group training sessions. This is discussed and agreed prior to commencement of the qualification so that the program is structured around the needs of the learners and their workplace. We have allowed 350 hours in total to complete the qualification this way.

Self Paced: It may not be possible or preferential to co-ordinate face-to-face sessions so we can assist you through the qualification via post, email and phone support. Learning guides, assessment instructions and various other supporting resources are supplied to guide you through the learning. Assessment evidence requirements are via a combination of written tasks (short answer questions and projects), research findings and video/DVD recordings of demonstrations. Full instructions are provided to learners with each integrated assessment provided. Learners should allow 350 hours in case they are not able to fast track.

Blended Approach: You may prefer a combination of face-to-face sessions supported by email support and telephone conferencing. We can structure a program by incorporating all of these options.

For all pathways, you work at your own pace, with an agreed start date and timeline to ensure realistically the participants can complete part or all of the qualification to meet their needs. All participants who achieve this qualification can gain entry into the Diploma of Training and Assessment TAA50104 or may choose to undertake TAE70110 Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice.

Delivery Arrangements

The program is typically delivered over a minimum 5-6 month period using a mix of on and off the job approaches. We combine self-directed reading, summative assessment projects and research activities and have allowed approx 300 hours in total to complete. The qualification can be fast-tracked, depending on current competencies of learner as well as their available time in completing the requirements.

Participants are provided with training manuals for each cluster of units which include all materials participants require to be used in the learning environment as well as examples of best practice in training and assessment. Practical activities are completed by participants in their workplace environment, and completion of these also contributes to formative assessment evidence.

Cost

Here is a guideline to our pricing structure:

RPL: There is an RPL fee of \$180 plus GST per unit, with no money required up front. Typically we would invoice you 50% of the total fee once we receive your application, then 50% upon issuing of your qualification.

Group sessions: Full day training sessions are \$1500 plus \$2100 per person to complete the qualification.

Self Paced: \$2400 inclusive of all learning materials, assessment tasks, communication with trainer/assessor and issuing of qualification upon successful completion.

Blended Approach: Quoted according to your needs, based on these prices above.

Please add GST to these prices.

Call us today, for course dates and availability.

Refund Policy: In the case of cancellations, Target Training will refund full amount paid if 14 days notice [before work is due to commence] is provided, otherwise a cancellation fee of \$500.00 will apply.

Money Back Guarantee: Target Training offers a full money back guarantee on all services, if you are not fully satisfied.

Vocational Outcomes of qualification

The content of the course is according to these learning outcomes for each core and elective unit the participants complete. Resources, delivery style and assessments are integrated to ensure all outcomes are addressed. When a participant is assessed as competent against all or selected nationally endorsed units below this lead to the issuing of a statement of attainment (selected units) or certificate of completion (12 core and minimum 2 elective units) under the Australian Qualifications Framework.

TAEASS401A Plan assessment activities and processes	<ul style="list-style-type: none"> Determine assessment approach Prepare the assessment plan Develop assessment instruments
TAEASS402A Assess competence	<ul style="list-style-type: none"> Prepare for assessment Gather quality evidence Support the candidate Make the assessment decision Record and report the assessment decision Review the assessment process
TAEASS403A Participate in assessment validation	<ul style="list-style-type: none"> Prepare for validation Contribute to validation process Contribute to validation outcomes
TAEDES401A Design and develop learning programs	<ul style="list-style-type: none"> Define parameters of the learning program Work within the vocational education and training (VET) policy framework Develop program content Design structure of the learning program
TAEDES402A Use training packages & accredited courses to meet client needs	<ul style="list-style-type: none"> Select appropriate training package or accredited course Analyse and interpret the qualifications framework Analyse and interpret units of competency and accredited modules Contextualise units and modules for client applications Analyse and interpret assessment guidance
TAEDEL401A Plan, organise and deliver group-based learning	<ul style="list-style-type: none"> Interpret learning environment and delivery requirements Prepare session plans Prepare resources for delivery Deliver and facilitate training sessions Support and monitor learning
TAEDEL402A Plan, organise and facilitate learning in the workplace	<ul style="list-style-type: none"> Establish effective work environment for learning Develop a work-based learning pathway Establish the learning-facilitation relationship Implement work-based learning pathway Maintain and develop the learning/facilitation relationship Close and evaluate the learning/facilitation relationship Monitor and review the effectiveness of the work-based learning pathway
TAEASS301A Contribute to assessment	<ul style="list-style-type: none"> Clarify role and responsibilities in the assessment process Confirm organisational arrangements for evidence gathering Collect evidence in accordance with the assessment plan Record and report findings
TAEASS502A Design and develop assessment tools	<ul style="list-style-type: none"> Determine focus of the assessment tool Design assessment tool Develop assessment tool Review and trial assessment tool

TAEDEL301A Provide work skill instruction	<ul style="list-style-type: none"> Organise instruction and demonstration Conduct instruction and demonstration Check training performance Review personal training performance and finalise documentation
TAEDEL403A Co-ordinate and facilitate distance-based learning	<ul style="list-style-type: none"> Prepare for distance-based learning Manage distance-based learners Monitor learner progress Review distance-based learning process
TAEDEL404A Mentor in the workplace	<ul style="list-style-type: none"> Develop a mentoring program Facilitate mentoring relationship Monitor mentoring relationship Evaluate effectiveness of monitoring
TAEDEL501A Facilitate e-learning	<ul style="list-style-type: none"> Establish the e-learning environment Introduce e-learning Guide and facilitate e-learning Monitor e-learning Review e-learning processes
TAELLN401A Address adult language, literacy and numeracy	<ul style="list-style-type: none"> Determine the core LLN requirements of the training Access specialist learning support Customise program to develop core LLN skills
TAETAS401A Maintain training and assessment information	<ul style="list-style-type: none"> Provide initial and ongoing information and advice on training and assessment services Complete training and assessment records Complete reporting requirements
BSBAUD402A Participate in a quality audit	<ul style="list-style-type: none"> Participate in an entry meeting Identify and gather information Analyse information Evaluate information Report findings Participate in exit meeting
BSBCMM401A Make a presentation	<ul style="list-style-type: none"> Prepare a presentation Deliver a presentation Review the presentation
BSBLED401A Develop teams and individuals	<ul style="list-style-type: none"> Determine development needs Develop individuals and teams Monitor and evaluate workplace learning
BSBMKG413A Promote products and services	<ul style="list-style-type: none"> Plan promotional activities Coordinate promotional activities Review and report on promotional activities
BSBREL402A Build client relationships and business net	<ul style="list-style-type: none"> Initiate interpersonal communication with clients Establish client relationship management strategies Maintain and improve ongoing relationships with clients Build and maintain networks
BSBRES401A Analyse and present research information	<ul style="list-style-type: none"> Gather and organise information Research and analyse information Present information