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**Business
School**

Part of the **MTO GROUP PTY LTD**



**TAE40116 Certificate IV in Training &
Assessment**

Information Pack

2018

Certificate IV in Training and Assessment (TAE40116)

“No skill can open more doors, create more visibility and provide more power than the ability to influence an audience.”

You are very welcome

Effective workplace instruction demands a balance of complementary abilities. This course shows you how to plan and organize training, transfer knowledge and skills and evaluate others in ways that are practical, relevant and enjoyable.

Practical application of knowledge, skills and performance measurement in your workplace, as direct outcomes of this course, will generate the evidence required to attain a nationally accredited qualification with a range of highly valued, embedded employability skills.

We welcome you as an active participant and trust you will enjoy the learning experience with us.

Overview of the Course Requirements

Our course provides a solid understanding of the theoretical and practical aspects of training and assessing within the context of Vocational Education and Training with a strong emphasis on designing delivering and assessing competency-based programs to groups and individuals.

The benefits of earning a Certificate IV in Training and Assessment are that you will have the potential to teach any skill for which you have formal qualifications.

All Registered Training Organisations (including TAFEs)

will accept your qualifications as the Certificate IV in Training and Assessment (TAE40116) is a nationally recognised qualification.



Overview of Delivery

TAE40116 Certificate IV in Training and Assessment

This qualification requires the completion of 10 units of competency, consisting of 9 Core units and 1 Electives. Our standard program is:

Core Units:

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.

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.

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.

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.

It applies to experienced practitioners responsible for the development and/or delivery of training and assessment products and services.

TAEDEL401 Plan, organise and deliver group-based learning

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

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.

TAEDES401 Design and develop learning programs

This unit describes the skills and knowledge required to conceptualise, design, develop and review learning programs to meet an identified need for a group of learners. The unit 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.

TAEDES402 Use training packages and accredited courses to meet client needs

This unit describes the skills and knowledge required to use training packages and accredited courses as tools to support industry, organisation and individual competency development needs.

It applies to individuals who are working in or with training and/or assessment organisations as an entry-level trainer, teacher, facilitator or assessor using a pre-defined training product, such as a training package or accredited course.

TAELLN411 Address adult language, literacy and numeracy skills

This unit describes the skills and knowledge a vocational trainer or assessor requires to identify language, literacy and numeracy (LLN) skill requirements of

training and the work environment, and to use resources and strategies that meet the needs of the learner group.

The unit applies to individuals who teach, train, assess and develop resources.

Competence in this unit does not indicate that a person is a qualified specialist adult language, literacy or numeracy practitioner.

Elective Units offered: (one only required)

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.

TAEDEL301 Provide work skill instruction

This unit describes the skills and knowledge required to conduct individual and group instruction, demonstrate work skills and assess the success of training and one's own training performance, using existing learning resources in a safe and comfortable learning environment.

It emphasises the training as being driven by the work process and context, and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations,

BSBCMM401 Make a presentation

This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.

This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training and promotions. They contribute well developed communication skills in presenting a range of concepts and ideas.

Course objectives

As an active participant, you will learn how to:

- Ensure the learning environment is healthy and safe
- Practice inclusivity

- Work in a vocational environment
- Link learning to standards/benchmarks
- Design and develop learning programs
- Plan and organise training delivery
- Facilitate learning to groups and individuals
- Evaluate the impacts of learning programs
- Plan and organise assessments
- Assess competence
- Participate in assessment validation
- Develop plans and checklists for delivery and assessment
- Identify/use learning resources and equipment
- Create the right environment
- Deal with resistance
- Avoid the sins of poor presenters
- Improve communication skills

Course pre-requisites require you to be:

Computer-literate: Able to research and download on-line information, produce documents, create electronic learning resources, use technology during delivery, assessment and record information as required

Language proficient: Able to communicate in English clearly.

Fees \$3500 per person. (Payable on enrolment)

This fee may be reduced if we are able to Credit Transfer or RPL any units.

Currently Training is free of GST in Australia.

We are also happy to discuss a discount for a group of six or more candidates enrolling at the same time in the same program.

Learning Materials

HS Business School prides itself in providing you with quality learning materials and tutor support. In this course we have combined the benefits of electronic

materials with hard copy materials to enable you to complete your studies at your own pace in your own environment.

Training Resources

Your trainer will inform you if the electronic Student Materials are available on a USB drive or will need to be e-mailed to you. These electronic resources are useful when completing the assessment activities.

The **Learner Guides**, **Textbook** and **Assessment Instructions** are designed to assist you to generate the supporting evidence requirements for the nine core and one elective unit.

The information, instructions and templates will assist you to demonstrate the skills and underpinning knowledge.

Support

Tutor support

For assistance and support you can contact HS Business School Student Services on 1800 271 356. Simply explain the nature of the support you need and an appropriate member of the HS Business School support team will be in contact with you.

We hope that this course will represent an exciting beginning to a new field of study and perhaps a new career in training. We look forward to a continued relationship with you.

Delivery Methods

This program can be delivered in the following methodologies:

Face to face delivery

These programs typically run for 6 to 10 days dependent on class numbers, trainee's English language skills and previous experience.

There is also assignment work to be completed in the evenings and after the course.

A minimum of six trainees is required to run such a program.

Self-paced distance learning

The trainee completes the program on a unit by unit basis as follows:

Learning and assessment materials for an individual unit of competency is e-mailed to the trainee. They study the materials, complete the

assessment/assignment and return them. They are marked and feedback supplied.

Once completed the next set of materials are sent and the cycle start over again.

Blended delivery with face to face and distance Learning

As the name suggests we can offer a program that is a blend of both face to face and self-pace distance learning

Executive program (information on application)

Frequently Asked Questions

Q1. How is the course delivered & assessed?

This course can be completed by distance learning or face to face sessions.

Q2. Do I get my course materials in a hard copy?

No, they all come as PDF or MSWord files and you are free to print them off if you wish to work with hard copies.

Q3. How long will it take me to complete the course?

You can complete this at your own time by distance or face to face but should be within 12 months of commencement.

Q4. How will I be assessed for competency?

At the end of each units learning program you undertake an assessment. This will normally be a combination of theory questions and practical assignments.

You can also undergo and Credit Transfer if you have the relevant Qualifications or Statements of Attainments.

Assessment Materials

HS Business School provides you with all learning materials and RPL Assessment tool which you can use if this is the option you choose.

Assessor support

You may contact HS Business School Student Services on 1800 271 356. Simply explain the nature of the support you need and an appropriate member of the HS Business School support team will be in contact with you.

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