

# Certificate IV in Training and Assessment



<b>Course components:</b>	Module 1 - Introduction to VET (3-days, \$675) Module 2 - Workplace Training (5-days, \$950) Module 3 - Individual and Work-Based Learning (2-days, \$500) Module 4 - TAA04 Assessment (5-days, \$950) <i>Previously called 'Workplace Assessment'</i>
<b>Total duration:</b>	15 days (conducted in four separate blocks as shown above)
<b>Course cost:</b>	<b>\$3,075</b> per person (public workshops) <i>Special rates can be negotiated for programs conducted by Training Services Australia on behalf of our clients, exclusively for their personnel.</i>
<b>Delivery method:</b>	Face-to-face, off-the-job facilitated learning, reinforced by, practical work-based assignments completed after each workshop.
<b>Who should attend?</b>	<p>The Certificate IV in Training and Assessment is pitched at those who design and deliver training, and design and conduct assessments within the formal vocational education and training (VET) sector (i.e., using nationally recognised Training Packages and accredited courses).</p> <p>In most cases those undertaking the Certificate IV qualification will conduct training and assessment as a substantial proportion of their job role (or are aspiring to such a role). Those whose job role encompasses only a limited amount of training and assessment may find that they do not require the entire qualification, but could benefit from completing one or more units. Please contact Training Services Australia for advice in this regard.</p>
<b>Pre-requisites:</b>	<p>No qualifications or previous experience are necessary to participate in this program. However, a relatively high level of reading and writing ability is required, as well as computer skills (internet research and word processing).</p> <p>For example, learners are expected to access, read and interpret Training Packages (via the internet), develop and document learning programs and assessment tools, present information, facilitate in a number of contexts using a range of skills, and prepare various records and documents electronically.</p> <p>Learners are also expected to possess vocational competence in a specific industry / subject / technical area in which they wish to train and assess.</p>
<b>Access to a practice environment:</b>	<p>Candidates undertaking the Certificate IV in Training and Assessment are expected to have access to an operating training and assessment environment. This provides opportunities for practice, for applying skills and knowledge and for undertaking relevant work activities that address the requirements of the units which make up the qualification.</p> <p>Training Services Australia will, where possible, endeavour to assist candidates without a suitable workplace environment to find a practice environment.</p>

# Certificate IV in Training and Assessment

## Qualification Description

The Certificate IV in Training and Assessment (TAA40104), forming part of the nationally endorsed 'Training and Assessment Training Package (TAA04)', is benchmarked as the most comprehensive and advanced available in the training and development field. It represents a significant evolution in the provision of quality training and assessment. Successful completion of the 'Certificate IV in Training and Assessment' will equip participants to:

- analyse nationally recognised Training Packages and units of competency
- plan, prepare and deliver training to individuals and groups against nationally recognised units of competency
- develop and implement work-based learning pathways
- plan, organise and conduct assessments against nationally recognised units of competency, including the development of assessment tools

The qualification would generally benefit people who hold considerable responsibility for training program development and delivery, as well as for designing and conducting assessments.

TSA's training workshops are designed to stimulate active participation to ensure vital skills and techniques are mastered, and transferred to the work environment.

## Modules and Units

To achieve the '**Certificate IV in Training and Assessment**' fourteen (14) units from the following course groups must be successfully completed.

### Module 1 – Introduction to Vocational Education and Training (3-days, \$675)

TAAENV401B Work effectively in vocational education and training

TAADES401B Use Training Packages to meet client needs

### Module 2 – Workplace Training (5-days, \$950)

TAAENV402B Foster and promote an inclusive learning culture

TAADES402B Design and develop learning programs

TAADEL401B Plan and organise group-based delivery

TAADEL402B Facilitate group-based learning\*

BSBCMM401A Make a presentation\*

*MODULE 1 - INTRO TO VET is strongly recommended as a pre-requisite for this module*

*\* TAADEL402B and BSBCMM401A are both elective units which contribute to the qualification.*

# Certificate IV in Training and Assessment

## Module 3 – Individual and Work-Based Learning (2-days, \$500)

TAADEL403B	Facilitate individual learning
TAADEL404B	Facilitate work-based learning
TAAENV403B	Ensure a healthy and safe learning environment

*MODULE 2 - WORKPLACE TRAINING is required as a pre-requisite for this module*

## Module 4 – TAA04 Assessment (5-days, \$950)

TAAASS401C	Plan and organise assessment
TAAASS402C	Assess competence
TAAASS403B	Develop assessment tools
TAAASS404B	Participate in assessment validation

*MODULE 1 - INTRO TO VET is strongly recommended as a pre-requisite for this module*

### Assessment methods

Methods used to assess candidates include:

- Observation of candidates' participation in activities during training workshops
- Direct observation of candidates delivering training and conducting assessments
- Third party observation of candidates delivering training and conducting assessments
- Answers to 'knowledge questionnaires'
- Answers to questions demonstrating application of knowledge
- Review of training and assessment documentation developed on-course and in the workplace
- Completion of case studies

# Certificate IV in Training and Assessment



## Skills recognition

Skills recognition / Recognition of Prior Learning (RPL) is available for the following fees:

- (A) \$165 application fee. This includes the initial review of your application by a qualified assessor, and a one hour meeting with a qualified assessor. The application fee must be paid prior to the first meeting and is non-refundable.

*Plus*

- (B) \$110 per hour. This hourly rate includes:

- (additional) time spent meeting with the assessor
- time spent by the assessor reviewing evidence you are asked to provide
- time spent by the assessor attending / observing practical demonstrations

Persons wishing to seek skills recognition for some or all of the units required for the Certificate IV in Training and Assessment (TAA40104) are invited to contact Training Services Australia for an Application Kit.

## National recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework.

