

Certificate IV in Training and Assessment (TAE40116) Upgrade



Who should attend?

The TAE40116 Certificate IV in Training and Assessment is a nationally recognised, competency-based qualification, designed to equip participants with the skills and knowledge to work effectively as trainers and assessors. It superseded the TAE40110 Certificate IV in Training and Assessment in April 2016.

The qualification is pitched at those who design and deliver training, and design and conduct assessments within the formal Vocational Education and Training (VET) sector in Australia, using nationally recognised Training Packages.

Training Services Australia's **TAE40116 Upgrade Course** has been developed for those who already hold the TAE40110 Certificate IV in Training and Assessment.

Delivery method

Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after each workshop.

Course components

#	MODULE NAME	DURATION	COST
1	Address Adult LLN Skills	1-day	\$300
2	TAE Assessor Upgrade	3-days	\$875

Entry requirement

Students entering this program must already hold the TAE40110 Certificate IV in Training and Assessment and be able to demonstrate vocational competency (broad industry knowledge and experience) in the area in which they wish to train and assess.

Conditions of enrolment and resources required

In addition to satisfying the above entry requirement, those enrolling in the TAE40116 Upgrade Course with Training Services Australia must be able to meet the following conditions of enrolment.

- Access to a workplace in which they can deliver training and conduct assessment activities with vocational learners
- Access to an environment in which they can develop and trial assessment plans and tools for nationally recognised units of competency
- Access to a computer, printer and the internet

For further information about the above enrolment conditions, please contact a TSA Training Advisor.

Language, literacy and numeracy (LLN) requirements

A reasonably high level of reading and writing ability is required to complete the upgrade. Students will need to demonstrate the ability to:

- access, read and interpret Training Packages (via the internet)
- develop and document assessment plans and assessment tools (using a computer)

Students are also required to have computer skills for internet research and word processing.

All students wishing to enrol in this upgrade must complete TSA's TAE Literacy Skills Check. For further information about this, please contact a TSA Training Advisor.



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Special needs Training Services Australia will endeavour to assist those with special needs to successfully complete this upgrade. However, we request that students with special needs contact us, before enrolling in the course, to discuss their needs. This will help us to provide advice about the suitability of the course and to discuss adjustments that could be made to improve the students' learning experience.

Units delivered Training Services Australia's TAE40116 Upgrade course addresses the following nationally recognised units of competency:

MODULE	UNITS COVERED
Address Adult LLN Skills	TAELLN411 – Address adult language, literacy and numeracy skills
TAE Assessor Upgrade	TAEASS401 – Plan assessment activities and processes TAEASS403 – Participate in assessment validation TAEASS502 – Design and develop assessment tools

Credit transfer Those undertaking Training Services Australia's TAE40116 Upgrade course will be given credit transfer for six of the ten units required to complete the qualification.

Frequently asked questions

Q. I have already completed the LLN unit. Do I still need to attend the *Address adult LLN skills* module?

A. No – you will be given a credit transfer for TAELLN411 or TAELLN401A, and therefore not required to attend the LLN module.

Q. I have already completed the *Design and Develop Assessment Tools* unit. Do I still need to attend the *TAE Assessor Upgrade* module?

A. This depends! You will be given a credit transfer for TAEASS502, TAEASS502A or TAEASS502B. However, you will still need to demonstrate competency for TAEASS401 and TAEASS403. If you are experienced at developing and validating assessments for nationally recognised units of competency, you may wish to seek RPL for these units. If not, it is recommended that you attend the TAE Assessor Upgrade module. You will be given a modified assessment which recognises that you have previously completed the Design and Develop Assessment Tools unit.

Assessment requirements

Both modules of TSA's Assessment Upgrade course include post-course assessment tasks which you will need to complete and submit to TSA for assessment.

The timeframe for completing the assessment tasks is approximately 3 – 4 months per module. Extensions of up to 3 months a provided where a formal request is received, and additional extensions may be allowed in exceptional circumstances.



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Resources provided

Training Services Australia provides students with the following resources for each module:

- Participant manual and file
- Assessment document

Electronic copies of the assessment document and other useful resources are made available to students through TSA's website.

Support provided

Training Services Australia provides email and telephone support to students throughout the program.

The course fee also includes assessment support workshops for those who need them.

One-on-one coaching is also available at an hourly rate.

Credential issued

Students who successfully complete all requirements for the upgrade will be issued with a nationally recognised qualification: TAE40116 Certificate IV in Training and Assessment.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available for this qualification upgrade.

To be granted RPL, students must provide evidence of their competence to a TSA assessor. Evidence requirements may vary, depending on the unit(s) of competency being assessed. However, they typically include answers to theory questions, work samples and supervisor reports. Students must also participate in an assessment interview with a TSA assessor.

Those who are considering seeking RPL are invited to speak with a TSA Training Advisor. The Training Advisor will make an initial assessment of the student's suitability for RPL and discuss the RPL process in detail before sending an application kit.

TSA's RPL policy and some general information about the RPL process and the costs associated with RPL are available in the Policies and Procedures area of our website.