

# Certificate IV in Training and Assessment (TAE40116)



## 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.

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. Successful completion of the TAE40116 will equip participants to:

- Analyse nationally recognised Training Packages and units of competency
- Design and develop learning programs for nationally recognised units of competency
- Plan, prepare and deliver training sessions to groups
- Develop and implement work-based learning pathways for individuals
- Plan, organise and conduct assessments against nationally recognised units of competency, including the development of assessment tools

In most cases, those undertaking the TAE40116 qualification will conduct training and assessment as a substantial proportion of their job role (or will be 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 selected units, or TSA's Course in Field-based Training and Assessment. Please contact Training Services Australia for advice in this regard.

## Currency

This qualification is current, having superseded the TAE40110 Certificate IV in Training and Assessment in April 2016.

## Delivery method

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

## Course duration

17-days total duration spread over five separate modules.

There is no set timeframe for attending the modules. However, most students are comfortable undertaking the program over 6 – 18 months.

## Course components

#	MODULE NAME	DURATION	COST
1	Introduction to VET	2-days	\$600
2	Design and Deliver Training	5-days + 1 support day	\$1,300
3	Plan, Organise and Facilitate Workplace Learning	2-days	\$600
4	TAE Assessor Skill Set	5-days + 1 support day	\$1,300
5	Address Adult LLN Skills	1-day	\$300
	TOTAL	17-days	\$4,100



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**Entry requirement** Students entering this program must 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 Certificate IV in Training and Assessment with Training Services Australia must be able to meet the following conditions of enrolment.

- Access to a workplace in which they will be able to train and assess others
- Access to a qualified trainer and assessor who will be able to support them to undertake the qualification
- Access to a group of at least 8 people in the workplace to whom they can deliver at least 3 40-minute sessions of face-to-face training
- Access to at least 5 people who they can assess against the requirements of nationally recognised units of competency
- Access to at least 2 people to whom they can provide a substantial amount of one-on-one coaching (at least 8 hours each, spread over a period of time)
- 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 qualification. Students will need to demonstrate the ability to:

- access, read and interpret Training Packages (via the internet)
- develop and document learning programs, assessment plans and assessment tools (using a computer)
- present training to groups and manage the learning process, including asking and answering questions and providing feedback
- plan the timing of training sessions and deliver in accordance with their plan
- document and provide feedback to learners and assessment candidates
- prepare training and assessment records

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

All students wishing to enrol in this qualification must complete a literacy test. For further information about this test, please contact a TSA Training Advisor.

## Special needs

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



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## Qualification Packaging Rules

To obtain the Certificate IV in Training and Assessment students must complete **10 units** made up of:

- 9 core units
- 1 elective unit from the list provided or from another currently endorsed Training Package (Cert IV level or above)

## Units Selected for Delivery

Training Services Australia has selected the following units for delivery in its public program.

<b>MODULE 1 – INTRODUCTION TO VOCATIONAL EDUCATION AND TRAINING – 2-DAY WORKSHOP</b>		
1	TAEDES402 – Use training packages and accredited courses to meet client needs	Core unit
<b>MODULE 2 – DESIGN AND DELIVER TRAINING – 5-DAY WORKSHOP + 1 SUPPORT DAY</b>		
2	TAEDES401 – Design and develop learning programs	Core unit
3	TAEDEL401 – Plan and organise group-based learning	Core unit
4	BSBCMM401 – Make a presentation	Elective unit
<i>Module 1 should be completed before attending Module 2</i>		
<b>MODULE 3 – PLAN, ORGANISE AND FACILITATE WORKPLACE LEARNING – 2-DAY WORKSHOP</b>		
5	TAEDEL402 – Plan, organise and facilitate workplace learning	Core unit
<i>Module 2 should be completed before attending Module 3</i>		
<b>MODULE 4 – TAE ASSESSOR SKILL SET – 5-DAY WORKSHOP + 1 SUPPORT DAY</b>		
6	TAEASS401 – Plan assessment activities and processes	Core unit
7	TAEASS402 – Assess competence	Core unit
8	TAEASS403 – Participate in assessment validation	Core unit
9	TAEASS502 – Design and develop assessment tools	Core unit
<i>Module 1 should be completed before attending Module 4</i>		
<b>MODULE 5 – ADDRESS ADULT LLN SKILLS – 1-DAY WORKSHOP</b>		
10	TAELLN411 – Address adult language, literacy and numeracy skills	Core unit
<i>Modules 1, 2 and 4 should be completed before attending Module 5</i>		

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## Assessment requirements

The TAE40116 Certificate IV in Training and Assessment is a competency-based qualification. This means that in order to attain the qualification, students need to do more than just attend the training. They also need to provide evidence that they have understood the training and applied it in the workplace.

This requirement means that it is not possible to complete all of the assessment requirements during the face-to-face training.

The study commitment for this qualification is substantial. As a rough guide, it could involve between 250 and 450 hours of work to complete all of the assessment requirements. The time needed will depend on factors such as the student's previous experience of training and assessment, their previous experience of study, and their mastery of technology.

## Assessment methods

Students are required to complete a set of assessment tasks for each module they undertake. Satisfactory completion of all assessment tasks is required before a credential can be awarded. Examples of the evidence typically requested from students as part of the assessment tasks include:

- Answers to questions demonstrating students' knowledge and application of the required knowledge
- Completion of case studies
- Direct observation of students delivering training and conducting simulated assessments
- Review of training and assessment documentation developed by students on-course and in the workplace
- Completion of workplace-based tasks / projects which require students to apply the relevant competencies in the workplace
- Video evidence of students delivering training in the workplace
- Third party observation of students delivering training and conducting assessments

## Assessment timeframes

The timeframe for completing the post-course assessment tasks varies between 3 and 6 months, depending on the module undertaken. Students are encouraged to prioritise completion of these assessment tasks ahead of attending further training, and should space their attendance at each module so that assessments do not build up.

## Extensions to assessment timeframes

Training Services Australia recognises work and family pressures can make it challenging for some students to complete their assessments within the designated completion timeframes. Consequently, we provide extensions of up to 3 months where a formal request is received. Additional extensions are sometimes allowed in exceptional circumstances.

TSA does not generally grant extensions of more than 6 months from the original due date of the assessment. Students whose assessments are more than 6 months overdue and who still wish to complete the module may be required to re-attend the face-to-face training, or obtain one-on-one coaching to refresh their knowledge of the course content. Additional fees apply in these situations.

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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 support days for the Design and Deliver Training course and the Workplace Assessment modules. Students are required to attend these support days before completing and submitting their assessments for these modules.

Assessment support workshops and one-on-one coaching are available for those who need additional face-to-face support. Information about the fees that apply is available on the TSA website.

## Credential issued

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

Those who complete one or more units of competency, but who are unable or not wishing to complete the entire qualification, will be issued with a nationally recognised statement of attainment for the unit(s) they successfully complete.

## Recognition of Prior Learning

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

RPL is suitable for those already have the necessary skills and knowledge in one or more of the areas which make up the TAE40116 Certificate IV in Training and Assessment, and do not wish to undergo further training in these areas.

RPL is a way of shortcutting the training process. It is **not** a way of shortcutting the assessment process. 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, and in some cases the assessor may wish to observe students' performance delivering training, making presentations or conducting assessments.

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.

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## National recognition

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

Students who have already achieved some of the units covered by the qualification may be able to obtain a reduction in training or assessment requirements, and should contact a TSA Training Advisor for advice.

Before recognition can be granted, a TSA representative will need to sight the statement(s) of attainment for any units for which recognition is being sought.

TSA's policy for National Recognition is available from the Policies and Procedures area of our website.

## Advice for completing the qualification successfully

Training Services Australia offers the following advice to students to help them complete this qualification successfully:

- If your employer is sending you on the course, find out why you have been selected to attend the training, and how your role will change (if at all) after you have completed the training.
- Approach the training with an open mind. Demonstrate a willingness to learn and to share the benefits of your experience with others who are attending the training.
- If possible, organise a support person from your workplace who you can meet with on a regular basis to discuss your progress (e.g., half an hour each fortnight) and from whom you can seek assistance where required. Ideally this person would be your supervisor or a representative from your organisation's training department.
- After each module, discuss with your supervisor or support person how the training undertaken relates to your workplace, as well as the assessment requirements.
- Try to align the assessment activities with your work requirements. In this way, you will be completing your assessments at the same time as you go about your day-to-day work.
- Set aside regular time to work on your assessment activities. This could be at work, at home, or a combination of the two. As a rough guide, plan to set aside 5 – 10 hours per week for the duration of the program to work on your assessments.
- If possible, negotiate with your employer for them to provide time at work for you to work on your assessments.
- Refer back to the information contained in your Learner Guides as you undertake your assessments.
- If the assessment requirements of some units do not align well with your workplace, be prepared to work with your supervisor / support person to identify opportunities for completing the assessments. For example, they may be able to assign you a special project or alternative duties to help satisfy assessment requirements.
- Speak with your support person or contact TSA if you get stuck or become confused about any part of your assessment.

Students are strongly encouraged to show their supervisor / employer this course outline, as well as the "Information for supervisors and employers" document which can be found here:

[www.tsa-wa.com.au/tsa/files/courses/TAE40116-Information-for-supervisors-and-employers.pdf](http://www.tsa-wa.com.au/tsa/files/courses/TAE40116-Information-for-supervisors-and-employers.pdf)

