

# Certificate IV in Training and Assessment (TAE40122)



## Who should attend?

The TAE40122 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 conduct assessments within the formal Vocational Education and Training (VET) sector in Australia, using nationally recognised Training Packages. Successful completion of the TAE40122 will equip participants to:

- Operate within the regulatory framework for Australia's VET sector
- Analyse nationally recognised Training Packages and units of competency
- Design and develop training plans for nationally recognised units of competency
- Plan, prepare and deliver training sessions to individuals and groups
- Develop and implement work-based learning pathways for individuals
- Plan and conduct assessments against nationally recognised units of competency
- Identify and apply foundation skills resources, strategies and advice to vocational training and assessment

The TAE40122 qualification is appropriate for those who conduct training and assessment as a substantial proportion of their job role (or those who 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 selected units, or TSA's Course in Field-based Training and Assessment. Please contact Training Services Australia for advice in this regard.

## Currency

For information about the currency of this qualification, refer to <https://training.gov.au/Training/Details/TAE40122>

## Delivery method

The primary delivery method for this qualification is in-person, classroom-based learning, reinforced by practical, work-based tasks completed after each workshop.

Some modules also include an online learning component (usually completed before attending the workshop).

Parts of this qualification may be delivered in a virtual (live online) classroom.

## Course duration

20-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.



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## Course components

| # | MODULE NAME                               | DURATION | COST   |
|---|---|----------|--------|
| 1 | Introduction to Training                  | 4-days   | \$1200 |
| 2 | Introduction to VET and Foundation Skills | 3-days   | \$900  |
| 3 | Assessor Skill Set                        | 5-days   | \$1350 |
| 4 | VET Delivery and Facilitation             | 5-days   | \$1350 |
| 5 | Online Learning and Assessment Skill Set  | 3-days   | \$900  |
|   | TOTAL                                     | 20-days  | \$5700 |

## 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 TAE40122 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 (preferably a Registered Training Organisation, although this is not essential).
- Access to people in the workplace who they can train and assess, including a group of at least 4-people to whom they can deliver 3 sequential, face-to-face, in-person training sessions, each of at least 30-minutes duration.
- Access to at least one person who they can formally assess in the workplace.
- Access to at least 3 people who they can train and assess in an online environment.
- Access to at least 1 person to whom they can facilitate workplace-based learning.
- Access to a computer, printer and the internet.

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



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## 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 nationally recognised Training Packages, including packaging rules and units of competency
- develop and document training plans (using a computer)
- deliver training to individual learners and groups of learners, including asking and answering questions and providing feedback
- plan the timing of training sessions and deliver in accordance with their plan
- prepare resources to support their training delivery (using word processing software and presentation software)
- 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
- completing assessment tasks using TSA's online assessment portal

Reading, writing and technology skills are not explicitly taught as part of this qualification (it is assumed that students participating in the training already possess these skills).

Further advice about the language, literacy, numeracy and technology skills needed to complete this qualification, and avenues for LLN support, can be obtained by contacting a TSA Training Advisor.

## Support needs

Training Services Australia will endeavour to assist those with support needs to successfully complete this qualification. However, we request that students with support 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.

## Qualification Packaging Rules

To obtain the Certificate IV in Training and Assessment students must complete **12 units** made up of 6 core units and 6 elective units.

Further details of the packaging rules can be found here: <https://training.gov.au/Training/Details/TAE40122>



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## Units Selected for Delivery

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

| MODULE 1 – INTRODUCTION TO TRAINING – 4-DAY WORKSHOP                  |   |                  |
|---|---|------------------|
| 1   | BSBCMM411 Make presentations  | Elective unit    |
| 2   | TAEDEL311 Provide work skill instruction  | Group A elective |
| MODULE 2 – INTRODUCTION TO VET AND FOUNDATION SKILLS – 3-DAY WORKSHOP |   |                  |
| 3   | TAEPDD401 Work effectively in the VET sector  | Core unit        |
| 4   | TAEELLN422 Use foundation skills resources, strategies and advice                       | Elective unit    |
| MODULE 3 – ASSESSOR SKILL SET – 5-DAY WORKSHOP                        |   |                  |
| 5   | TAEDEL411 Use nationally recognised training products to meet vocational training needs | Core unit        |
| 6   | TAEASS412 Assess competence   | Core unit        |
| 7   | TAEASS413 Participate in assessment validation  | Core unit        |
| MODULE 4 – VET DELIVERY AND FACILITATION – 5-DAY WORKSHOP             |   |                  |
| 8   | TAEDES412 Design and develop plans for vocational training                              | Core unit        |
| 9   | TAEDEL411 Facilitate vocational training  | Core unit        |
| 10  | TAEDEL412 Facilitate workplace-based learning   | Group A elective |
| MODULE 5 – ONLINE LEARNING AND ASSESSMENT SKILL SET– 3-DAY WORKSHOP   |   |                  |
| 11  | TAEDEL405 Plan, organise and facilitate online learning                                 | Group A elective |
| 12  | TAEASS404 Assess competence in an online environment                                    | Group A elective |

## Module pre-requisites

Ideally, students should complete the modules in the order shown above. However, some flexibility is permitted, taking into account the following.

As a minimum, students **must**:

- attend **Module 1** before attending **Module 4**
- attend **Module 1** and **Module 3** before attending **Module 5**

In addition, it is **recommended** that students:

- attend **Module 2** before attending **Module 3** and **Module 4**
- attend **Module 4** before attending **Module 5**

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## Assessment requirements

The TAE40122 Certificate IV in Training and Assessment is a competency-based qualification. This means that 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 practical to complete all of the assessment requirements in the classroom.

The study commitment for this qualification is substantial. 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 as well as how quickly they commence assessments after they have attended the modules. As a rough guide, in addition to attending the face-to-face training, students are likely to be required to spend a similar amount of time as they spend on training to complete the assessment requirements for any given module. For example, if the module is 3 days, they can expect to spend 3 days on post course work activities.

## Assessment methods

Students are required to complete assessment tasks for each module they undertake. Satisfactory completion of all assessment tasks is required before a credential can be awarded. Examples of the assessment methods typically associated with the assessment tasks include:

- Short answer questions
- Direct observation and video observation of students delivering training, giving presentations and conducting simulated assessments
- Review of documentation developed by students (e.g., training plans, VET professional development plans, etc)
- Review of documentation completed by students (e.g., assessment tools, foundation skill strategies, etc)

Some tasks are based on case study scenarios while others require application of competency in the students' workplace context.

## Assessment timeframes

The timeframe for completing the post-course assessment tasks varies between 2 and 4 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 may apply to situations in which an extension is requested.

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## Resources provided

Training Services Australia provides students with a participant manual for each module.

Assessment tasks are available electronically through TSA's online assessment portal, along with templates for students to use during the assessment process.

E-learning material is provided for selected modules.

## Support provided

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

The course fee also includes free access to regularly scheduled support workshops.

One-on-one coaching is available for those who need additional support and are unable to attend the scheduled workshops. Additional fees apply. Please contact a TSA Training Advisor for additional information.

## Credential issued

Students who successfully complete all requirements for a full credential will be issued with a nationally recognised qualification: TAE40122 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 who already have the necessary skills and knowledge in one or more of the areas which make up the TAE40122 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 may also be required to provide video evidence of their training delivery and assessment practices.

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, TSA's admin personnel will need to verify that the units have been successfully completed.

For further information, refer to TSA's policy for National Recognition which 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 participant manuals 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.

