



creativeintension

INFORMATION KIT



# training + development

CERTIFICATE IV IN TRAINING & ASSESSMENT (TAE40110)  
DISTANCE COURSE

# training + assessment

## OVERVIEW

Certificate IV in Training & Assessment (TAE40110) provides the skills and knowledge to deliver training and assessment services in your workplace and in Vocational Education and Training (VET).

## STRUCTURE

The course is structured into three skill sets/modules:

- **Design:** design and plan learning
- **Delivery:** deliver and facilitate learning
- **Assessment:** assess and validate learning

## OUTCOMES

By the end of the course, the participant will be able to:

- Plan lessons and group training
- Design & develop programs for nationally accredited qualifications
- Develop & conduct workplace training programs
- Evaluate training programs
- Plan and organise skills based assessment
- Plan, organise and facilitate workplace learning for individuals
- Mentor employees, trainees and apprentices
- Present with confidence
- Apply different learning theories
- Use adult learning principles
- Understand legal requirements to work in the VET industry

## JOB ROLES

- Enterprise trainer and/or assessor
- Registered Training Organisation (RTO) trainer and/or assessor
- Training advisor or training needs analyst
- VET teacher i.e. TAFE lecturer
- VET in schools teacher
- Training co-ordinator

## WHY CHOOSE TRAINING & ASSESSMENT?

- Companies that want to offer industry standard training in-house
- Companies that want to ensure their staff are trained and assessed to their industry standard
- A chef who wants to open his own cooking school
- A human resources employee who wants to hold a valuable, nationally recognised industry qualification
- An electrician who wants to get the best from their apprentices
- A school teacher who wants to teach at TAFE or an RTO
- A supervisor who needs to improve his company's apprentice/trainee training
- A parent who wants to teach her vocation part-time

### REGISTRATION STANDARD

The Australian Quality Training Framework (AQTF 2010) Essential Standards for Registration require workplace trainers and assessors to hold this qualification or an equivalent.

## PREREQUISITES

There are no formal qualification requirements to undertake Certificate IV in Training & Assessment however, good language and literacy skills and computer competency is recommended. During your studies we will provide you with a dedicated facilitator/coach, study materials and as much support as you need.

To complete the course students are required to undertake two days of workplace relevant training. Please contact us if you do not have a workplace you can conduct training and assessments in as alternative options can be made.

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## TIMEFRAME

The time it takes to complete TAE4110 by distance will vary depending on your circumstances and the time you have available for study. Your dedicated coach will work with you to develop a learning plan and study timetable.

- We recommend a ten month (one unit per month) learning timetable to complete TAE40110
- Students have a maximum of 12 months to complete the course.

Study Time Guide	Months to Complete	Hours a week
	3	24
	6	12
	9	8
	10	7.2
	12	6

## COURSE UNITS

Module/Skill Set	Unit Codes
<b>Design</b> These units show how to design and develop workplace learning programs.	TAEDES401A TAEDES402A
<b>Delivery</b> These units cover planning, organising and delivering learning in the workplace. Presentation skills. Adult learning principles. Managing individual and team development.	TAEDEL301A TAEDEL401A TAEDEL402A BSBCMM401A
<b>Assessment</b> These units teach the principles of assessment and how to develop a standard, design assessment tools as well as plan and organise skills and workplace assessment.	TAEASS401A TAEASS402A TAEASS403A TAEASS301A

## ASSESSMENTS AND PROJECTS

There will be a number of projects and assessment tasks over the course. Some of these tasks and projects will need to be conducted in the workplace\*, or be relevant to a workplace\*. Your creativeintension coach will work closely with you to help you complete each project or task to demonstrate competency standards for each unit.

### Visual Recording

As units in TAE40110 require students to deliver training and conduct assessment, you will need to visually record yourself performing these tasks and send it into your coach.

### Evidence for Assessment

Students will need to complete assessment tasks that demonstrate competency in the course unit. Evidence will take different forms such as:

- Learning programs and session plans
- Assessment plans and assessment tools
- Learning resources prepared for students
- Completed training and assessment records such as assessment checklists
- Internal documentation such as letters, emails, reports, meeting minutes etc.
- Employer assessments
- Testimonials and references from others who witness your attainments
- Visual recordings of training delivery

You can complete the full Certificate IV in Training & Assessment (TAE40110) or study a single module/skill set and receive a Statement of Attainment for units completed.

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## DISTANCE COACHING

Distance Learning makes study possible, anywhere, anytime however, it can also be challenging to fit study into an already busy schedule. At creativeintension we appoint a dedicated coach for the duration of your studies to guide you through the course and motivate you to reach your goal. We will provide:

- A dedicated coach for the duration of your study.
- Course induction call in which your coach seeks to gain an understanding of your study goals and reasons for undertaking the course
- Personalised Learning Plan & study timetable
- Fortnightly coaching phone call or email
- Access to your coach between agreed coaching times
- Prompt feedback on projects, tasks and assessments
- Encouragement to reward yourself for reaching study goals

## OUR COACHES

Our team is a group of professionals who are passionate about helping you learn. Our coaches are engaging and enthusiastic with experience across a wide range of industries. They support and challenge students and create a healthy learning environment.

You will be given a dedicated coach for the duration of your study. Your coach will seek to understand your learning style, your industry, your career aspirations and any other reasons why you've chosen to study Certificate IV in Training & Assessment. By building a strong relationship with your coach, it will be easier to stay on top of your studies and complete the course.

## COURSE MATERIALS

All learner guides and training materials will be provided in downloadable format. Printed materials can be provided at a small additional fee.

## PATHWAYS

- Diploma of Training & Assessment
- Vocational Graduate Certificate in Adult Language, Literacy & Numeracy Practice.

## RECOGNITION OF PRIOR LEARNING

You may be able to choose a recognition of prior learning (RPL) pathway to achieve the latest industry qualification Certificate IV in Training and Assessment | TAE40110 if you:

- Are working in a training and assessment role and/or
- Can demonstrate competencies in subjects offered in this course and/or
- Hold previous training and assessment qualifications such as:
  - ~ Certificate IV in Training and Assessment TAA40104
  - ~ Assessment and Workplace Training Package BSZ98

Call us if RPL is the pathway for your training and assessment qualification T: 1800 880 224

## COURSE FEES

Training & Assessment	Fees
Full Course	\$1350
Per Module	\$540
Per Unit	\$170
<b>Payment Plans</b>	
• 50/50 Payment Plan: half upfront, half after submission of portfolio	2 payments Of \$742.50
• Monthly Payment Plan: one payment per month over 10 months	10 payments of \$162

For more information about this course and our student policies and procedures, call 1800 880 224 or visit [www.creativeintension.com.au](http://www.creativeintension.com.au)

**ENROL ONLINE TODAY**



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