FUNDDED COURSES
TRAINING & ASSESSMENT
TAE40110 Certificate IV in Training and Assessment
Course Overview

The Certificate IV in Training & Assessment [TAE40110] reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector.

The course is suitable for those who want to become workplace trainers and assessors or teach adults in registered training organisations. It is also suitable for experienced trainers who want to upgrade their skills in training and assessing.

This course also includes the new LLN unit TAELLN411 which is a core mandatory unit from July 2014.

Prerequisites
Reading and writing skills commensurate with working in a training environment are essential and basic computer skills are very helpful.

You should also have experience and qualifications in the vocational area in which you intend to teach and practice in the environment in which to practice your new skills as a trainer and assessor. This can be a voluntary organisation.

Course content
The course covers skills required to train and assess people on the job within the national framework of vocational education and training.

It covers skills in mentoring and coaching, motivating and supporting participants, designing learning activities to stimulate learning, designing work based learning plans, using training packages to meet client needs and designing training and assessment that meet legislative and regulatory requirements.

Job Roles
Job roles associated with this qualification relate to the delivery of training and assessment of competence within the VET sector. Possible job titles and roles relevant to this qualification include:

- enterprise trainer
- enterprise assessor
- registered training organisation (RTO) trainer
- RTO assessor
- training adviser or training needs analyst
- vocational education teacher.

Pathways from the Qualification
After achieving TAE40110 Certificate IV in Training and Assessment, candidates may undertake TAA50104 Diploma of Training and Assessment or may choose to undertake TAE70110 Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice.
Funding Information

Eligibility Criteria
To be eligible for funding you must meet all the following criteria:

• Meet the definition of Existing Worker*
• Be an Australian Citizen, Permanent Resident, Humanitarian Refugee
• Live or work in NSW
• Not currently completing other DET funded training including secondary or tertiary education
• Meet the prerequisites for entry into TAE40110 (see Course Overview on Page 1)

* Under the NSW Strategic Skills Program (SSP) 2011-2012, an Existing Worker is defined as:
  - a person 20 years of age or older who has been in paid employment for at least one hour in the week prior to commencing training, or
  - a person 15-19 years of age who is not formally enrolled in school and has been in paid employment for more than 15 hours in the week prior to the commencement of training.

Funded Course Fee
The cost of the funded course is $570.00. This must be paid before the course commences either by credit card, cheque or cash. Australian Aboriginal and Torres Strait Islander Students, Students with a Disability are Fee Exempt. Documentation proof must be shown.

To apply for this Course
If you are interested in applying for a position in Certificate IV in Training and Assessment (TAE40110) under Strategic Skills Program funding you must:

• Confirm you meet the Existing Worker definition and Eligibility Criteria listed above.
• Read this information package
• Complete the Course Entry Survey, Enrolment Form and LLN Assessment & Cover Sheet
• Ensure you are prepared to devote 6-10 hrs per week in addition to class time to complete the course.

Applying for this Course
1. Complete all forms:
   • Course Entry Survey Form
   • Enrolment Form
   • LLN Assessment and cover sheet
2. Return all forms to Leone Traeger Fax: (02) 4232 1051 or email: leone.traeger@kcc.nsw.edu.au
3. All applications will be considered. Successful applicants will receive confirmation of enrolment (either by email, phone or post). You will then:
   • Pay the course fee
   • Submit the following documentation to Kiama Community College before the course commences.
     - NSW Drivers License (proof you reside in NSW)
     - Birth certificate or passport or proof you are an Australian Residence
     - Copy of Pay Slip (proof you are an existing worker)

Originals must be sighted and photocopied by Kiama Community College or Shoalhaven Community College. If unable to bring documents to either college you must have a JP sight and sign to say documents are a true and unaltered copy of the original.

Failure to do the above may result in your enrolment being cancelled.
Course Structure
The qualification includes 10 units of competency, which are made up of:
• 7 core units plus
• 3 elective units
Kiama Community College currently offers the following units:

Design
Units: TAEDES401A, TAEDES402A
Do you want to teach accredited course at work or with a RTO? Learn about our national training system of vocational education, unpack, analyze and use training packages to meet workplace learning needs. You’ll learn to design and deliver training to groups.

Becoming a Trainer
Units: TAEDEL401A, TAEDEL402A, TAELLN411*, TAEDEL301A, BSBCMM401A
If your job involves training one to one or planning skills development for others this course is for you. Learn to target training to meet the needs of the individual in the workplace. Covers coaching, mentoring skills, change management, OHS and inclusivity in the learning environment.

Becoming an Assessor
TAEASS401B, TAEASS402B, TAEASS403B, TAEASS301B
Suitable for new and experienced assessors, this course will bring you up to date with current industry standards in assessment tool design and assessment processes. You’ll learn how to plan and conduct assessment that is ethical and fair. You will have practical experience in taking part in validation during the course.

Assessment
This is an accredited course. Successful completion of each part entitles you to a statement of attainment. Successful completion of all three parts entitles you to a Certificate IV in Training and Assessment TAE40110. Your tutor will give you detailed information about the assessment tasks to be completed.

To complete the assessment for this course you will need to:
• Coach an individual and plan and facilitate learning for another individual.
• Prepare at least two learning programs for groups; one of these must be accredited.
• Deliver a learning program to a group of students.
• Assess a range of students including conducting RPL assessment.
• Design and develop a number of assessment tools.
• Complete a range of learning activities.

Need extra help?
We endeavor to provide access to course for adults (over 15 years of age) regardless of gender, national or ethical background, physical or intellectual impairment, religious affiliation or age. We will assist a student with any specific learning need to access an appropriate program.

Study Time
You must be prepared to allocate 6-10hrs per week of study time to complete this course in the required time in addition to your face to face class time

*Please Note: This course includes the new LLN unit TAELLN411 which is a core mandatory unit from July 2014

Course Dates
Kiama
Commences 1 April, concludes 16 September
5.30 – 9pm every Tue with some Sat classes*

Shoalhaven
Commences 7 April, concludes 15 September.
5.30 – 9pm every Mon with some Sat classes*

*School holidays are excluded.
Why Kiama Community College Inc.?

Kiama Community College Inc. is a Not For Profit, Volunteer Managed Adult Education Provider. The College has been providing quality training programs to enrich its community and the Greater Illawarra economically, socially and culturally since 1984. It has campuses in Kiama and Bomaderry (Shoalhaven Community College).

Our organisation has been delivering Certificate IV Training & Assessment (and its various upgrades) since 1997. In that time, Kiama Community College has become recognised as a regional leader in Certificate IV Training & Assessment delivery.

This recognition comes from its quality resources, flexibility, professional delivery and most importantly, its embodiment of best practice training & assessment, demonstrating how the National VET system is intended to operate—flexibly, holistically and robustly.

A Training & Assessment qualification issued by Kiama Community College is highly regarded in industry. The College boasts a team of highly regarded trainers.
### Expression of Interest | TAE40110 Certificate IV in Training and Assessment

Name: ________________________________________________________________

1. Why do you want this qualification? 100 words

2. Are you currently involved in the delivery of training or assessment? □ Yes □ No If yes, what do you train people to do?

3. Do you have access to a practice environment/a place to deliver training eg: workplace/voluntary organisation) □ Yes □ No

4. Can you use a computer to access the internet? □ Yes □ No

5. Are you familiar with PowerPoint program? □ Yes □ No

6. What qualifications do you have in the industry in which you plan to deliver training? (eg: If you plan to deliver hospitality training, what hospitality qualifications do you have?)

7. List the skills and or qualities you possess that will make you a good trainer.

8. When was the last time you engaged in formal training? What did you study?

9. Do you have any special needs that your tutor should take into consideration?

10. Do you intend to apply for Recognition of Prior Learning for any part of the course? □ Yes □ No

11. Do you anticipate any barriers to your achieving your TAE40110? □ Yes □ No If yes, please describe them?

12. Is there anything else you would like your tutor to know?

13. I am prepared to dedicate 6-10 hrs per week in addition to class time to complete this course in the allocated timeframe □

Signature: ____________________________________________________________ Date: _____ / _____ / _____