

TAE40116 CERTIFICATE IV IN TRAINING AND ASSESSMENT



“Looking to upgrade from TAE40110? See Page 3 for details”

Overview

Certificate IV in Training & Assessment (TAE40116) is the qualification required to become a trainer-assessor in our nation's accredited vocational training system.

Whether you would like to be a workplace based trainer-assessor or operate in a classroom or online environment, this qualification will provide you with the skills to design and deliver accredited training and assess competency.

Course content

The course covers skills and knowledge required to train and assess people both in formal learning settings or on-the-job within the national framework of vocational education and training, or other structured VET programs.

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.

Pathways from the Qualification

After achieving TAE40116 Certificate IV in Training and Assessment, candidates may undertake TAE50116 Diploma of Vocational Education and Training or TAE50216 Diploma of Training Design & Development.

Kiama Community College also has articulation arrangements with UOW that enable students that complete TAE40116 Certificate IV in Training and Assessment to gain entry to a number of degree courses.

Course Structure

The qualification includes 10 units of competency, which are made up of:

- 9 core units plus
- 1 elective unit

Kiama Community College currently offers the following units clustered as follows:

Design Learning

- TAEDES401 Design and develop learning programs
- TAEDES402 Use training packages and accredited courses to meet client needs

Language, Literacy And Numeracy

- TAEELN411 Address adult language, literacy and numeracy skills

Delivering Training

- TAEDEL401 Plan, organise and deliver group-based training
- TAEDEL402 Plan, organise and facilitate learning in the workplace
- BSBCMM401 Make a presentation*

Workplace Assessment

- TAEASS401 Plan assessment activities and processes
- TAEASS402 Assess competence
- TAEASS403 Participate in assessment validation
- TAEASS502 Design and develop assessment tools

*Note- BSBCMM401 Make a presentation is an elective. Please let us know if you would like to consider an alternative elective that may be more suited to your career context.



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 a practice environment in which to practice your new skills as a trainer and assessor. This can be in a voluntary capacity.

Assessment

This is an accredited qualification. Successful completion of each cluster or unit of competency entitles you to a Statement of Attainment. Successful completion of all four clusters entitles you to a Certificate IV in Training and Assessment TAE40116. 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 undertake a number of tasks including, but not limited to:

- Design and develop a competency-based learning program
- Design and develop a learning program
- Plan, organise, deliver and review one 30-minute training session to a group of eight (8) or more learners
- Plan, organise, deliver and review two (2) consecutive sessions from a learning program to a group of eight (8) or more learners
- Plan, organise and facilitate workplace learning for an individual on two (2) separate occasions
- Assess a range of students including conducting RPL assessment
- Designing, develop and validate assessment tools
- Complete a range of learning activities

Need extra help?

We endeavor to provide access to courses 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 allocated 6 -10hrs per week of study time to complete this course in the required time in addition to your face to face class time.

This course typically takes 6 -18months to complete.

Course Fees

Full qualification enrolment: \$2,950

Individual units of competency enrolment:

1 Unit	\$360
2 Unit	\$690
3 Unit	\$990
4 Unit	\$1,260
5 Unit	\$1,530

Recognition of Prior Learning:

An RPL information kit and initial interview is \$200. This amount will be refunded if you proceed to apply for any units via RPL.



Ezidebit payment plan is available for this course. Call the College for more information.

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.

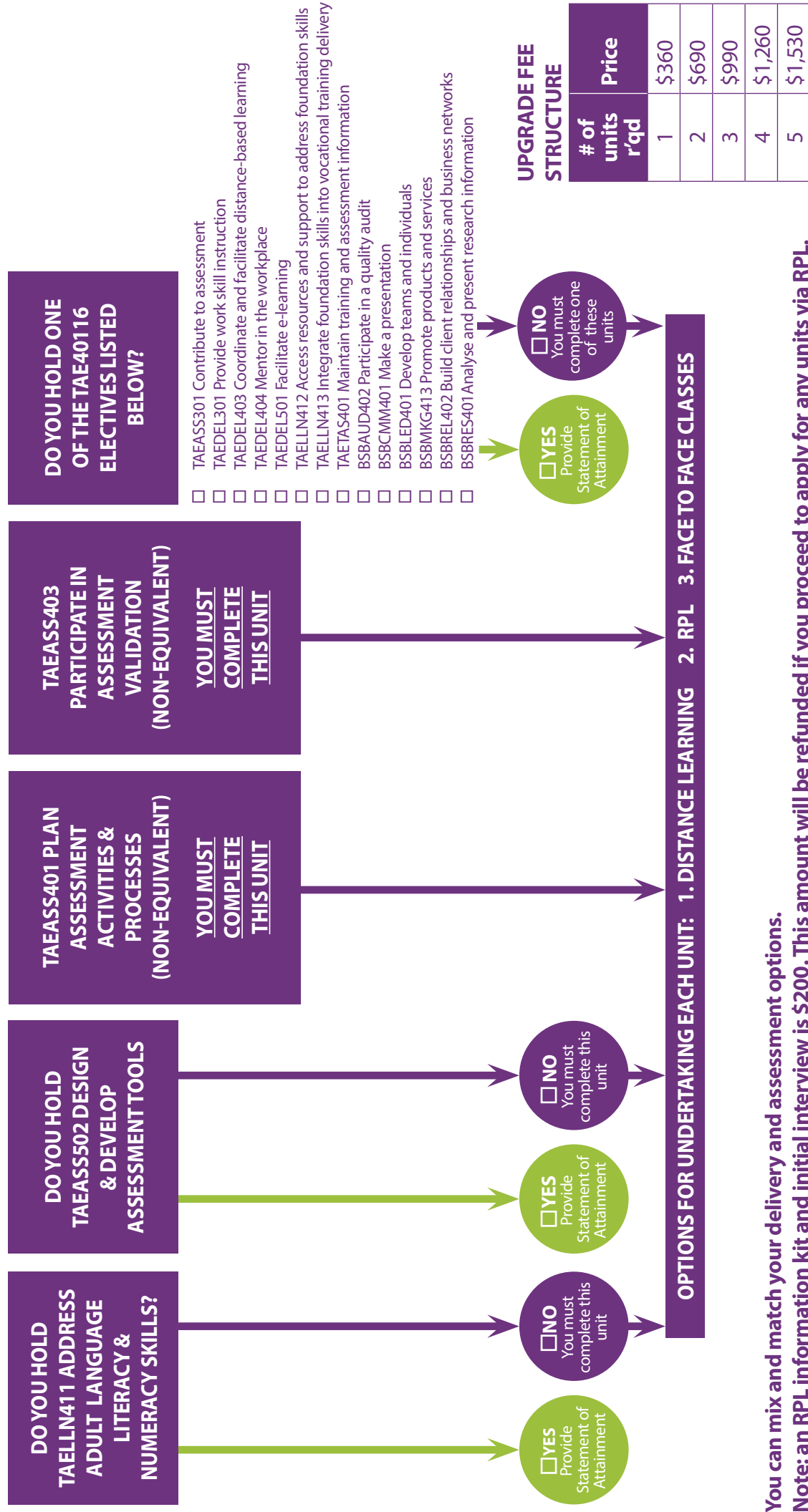
This recognition comes from its quality resources, flexibility, professional delivery and most importantly, its embodiment of best practice training & assessment, demonstrating how the National VET system is intended to operate- flexibly, holistically and robustly.



UPGRADING FROM TAE40110 TO TAE40116



If you currently hold a TAE40110 Certificate IV Training and Assessment, the following information shows you options for upgrading to TAE40116 Certificate IV Training and Assessment:



You can mix and match your delivery and assessment options.

Note: an RPL information kit and initial interview is \$200. This amount will be refunded if you proceed to apply for any units via RPL.