About this course

The Skill Set provides the necessary skills and knowledge for people training others within a workplace. The training may be accredited or non-accredited. The role may involve some coaching at individual or small group level. This may include:

- HR staff who conduct employee inductions;
- supervisors who train staff on policies and procedures;
- or
- staff that have been identified as having particular skills and experience that benefit others.

It is also for individuals who teach, train, assess and develop resources (under supervision) within the VET environment who work mainly in classroom situations. Or for others who are required to train within a workplace and who may be involved in coaching.

The course is designed to enhance their competence and confidence to make presentations and facilitate learning and activities in small and large classroom style groups.

Under the Standards for RTOs 2015 (Clauses 1.17 to 1.20) people who are not fully qualified trainers or assessors may deliver training under the supervision of a qualified trainer if they possess this Skill Set.

Units

The two units delivered in this Skill Set also provide credit towards the TAE40116 Certificate IV in Training and Assessment (one unit may be used as an elective unit):

- BSBCMM401 Make a presentation
- TAEDEL301 Provide work skill instruction

Duration and commitment

Delivery

The skill set is delivered in a blended format through 3 full day face to face workshops and structured learning and assessment activities via Blackboard (Learning Management System).

Assessment

The amount of time spent undertaking assessments out of class will vary, depending on your individual circumstances and prior knowledge and experience. We recommend that you allocate a minimum of 10-15 hours per week to complete structured activities and evidence gathering for assessments.

Cost estimate

$300
Entry requirements
People entering the program need to be able to demonstrate vocational competency. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification.

Vocational skills and background
This course is designed for trainers and assessors or prospective trainers and assessors who have a strong vocational background, broadly defined as holding a vocational qualification or vocational experience. This is a requirement to practise within the Australian Vocational, Education and Training (VET) sector. You will need to have current vocational skills, knowledge and expertise that you will be passing on to others after you become a qualified trainer.

How can you meet these requirements?
For most people meeting these requirements, will be a matter of providing a copy of a vocational qualification, skill set, or statement of attainment. If you do not possess a vocational qualification, then we would require you to provide a Resume that shows your broad industry knowledge and experience, combined with a Position Description and Third-Party Report from someone who can attest to your experience. This will include a competency conversation with your assessor.

Assessment information
Recognition of Prior Learning (RPL) is offered to anyone who is working or has worked in the VET sector and is able to demonstrate their current skills and knowledge in some or all units of this qualification.

Certification
A Statement of Attainment will be issued after you have been deemed competent and having successfully completed all relevant assessment.