What does completion of this program give you?

Successful completion of the TAE40116 Certificate IV in Training and Assessment qualifies you to deliver nationally-accredited vocational training in TAFE and private Registered Training Organisations (RTOs) as well as in secondary schools with vocational programs.

The program helps you to develop your skills, knowledge and experience to plan, design, organise and deliver training and assessment across a variety of industry contexts.

Duration and commitment – Blended delivery program

DELIVERY
The delivery of the TAE40116 Certificate IV in Training and Assessment is conducted in a blended format. This consists of both face to face workshops and structured learning and assessment activities via Blackboard (Learning Management System).

Face to face attendance: 16 full day workshops spread over 20 weeks (One semester).

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.

Some assessments are completed in class, but most need to be completed in a Registered Training Organisation in your own time. In order to meet the assessment requirements you will need to have access to current VET students undertaking nationally recognised VET training products. Assessment gathering and submission of assessment requirements may take up to a further 6 months post-delivery to complete.

Clusters
A series of clusters have been developed for the delivery and assessment of the TAE40116 Certificate IV in Training and Assessment. Individuals are invited to enrol in the one cluster at a time. The successful completion of all the clusters will result in the issuance of the TAE40116 Certificate IV in Training and Assessment:

A. Enterprise Trainer  3 days
B. Learning Design      4 days
C. Assessment         7 days
D. Language, Literacy and Numeracy (LLN) and Workplace learning  2 days

Cost estimate
$1300.00
Clusters | Units of Competency | Workshop dates |
---|---|---|
**Enterprise Trainer** | TAEDEL301 Provide work skill instruction BSBCMM401 Make a presentation | Wednesday 19 June Thursday 20 June Thursday 27 June | Wednesday 24 July Thursday 25 July Thursday 1 August |
**Learning Design** | TAEDES401 Design and develop learning programs TAEDEL401 Plan, organise and deliver group-based learning TAEDES402 Use training packages and accredited courses to meet client needs | **Group 1** Friday 2 August Friday 9 August Friday 16 August Friday 23 August | **Group 2** TBA |
**Assessment** | TAEASS502 Design and develop assessment tools TAEASS403 Participate in assessment validation TAEASS401 Plan assessment activities and processes TAEASS402 Assess competence | Friday 6 September Friday 13 September Friday 20 September Friday 27 September Friday 11 October Friday 18 October Friday 5 October |
**LLN and Workplace Learning** | TAELLN411 Address adult language, literacy and numeracy skills TAEDEL402 Plan, organise and facilitate learning in the workplace | Friday 8 November Friday 22 November | Friday 15 November |

**Entry requirements**
The TAE40116 Certificate IV in Training and Assessment requires people entering the program to be able to demonstrate vocational competency in their proposed teaching and assessing area. 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. You must also have access to current VET students.

**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**
Cluster B, C & D require you to have access to current VET students undertaking a nationally recognised qualification directly linked to YOUR industry qualification/skill and background. This is to meet specific assessment requirements and to meet the Standards for RTOs 2015. Detailed information and due dates for these assessments will be provided to you during the workshops.

Time to complete assessments will vary depending on your background knowledge, experience in training, technology skills, and ability to grasp new concepts and current work role.

You will need access to a person who holds the TAE40110 Certificate IV in Training and Assessment or TAE40116 Certificate IV in Training and Assessment, or a higher TAE qualification, who can observe you conducting practical tasks in a real workplace or simulated environment.

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.

**Compliance upgrade - Cost estimate $370.00**
For individuals who currently hold the TAE40110 Certificate IV in Training and Assessment and are wanting to upgrade to meet the compliance requirements for RTO trainers and assessors, single one day workshops for the following two units will be held. These workshops are only suitable for those currently employed within a RTO as a qualified trainer and assessor or within a work environment as part of a structured VET program.

<table>
<thead>
<tr>
<th>Units</th>
<th>2019 - TBA</th>
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<tbody>
<tr>
<td>TAELLN411 Address adult language, literacy and numeracy skills</td>
<td>2019 - TBA</td>
</tr>
<tr>
<td>TAEASS502 Design and develop assessment tools</td>
<td>2019 - TBA</td>
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</tbody>
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Please note: these units require a minimum of 8 participants to proceed.

**Qualification upgrade**
We also have a range of qualification upgrade options available, please contact us for further information. [ldu@nmtafe.wa.edu.au](mailto:ldu@nmtafe.wa.edu.au)