TAE40110 CERTIFICATE IV IN TRAINING & ASSESSMENT

Overview
The qualification focusses on developing participants’ skills in planning and implementing training programs, supporting students to learn and assessing student competencies towards a qualification.
This qualification assumes that the learner is engaged in a training and education environment or has a vocational skill at a level that supports training and education in the subject area in which it is intended to teach.

Duration
The Institute recommends that this qualification be completed within 6 – 12 months of commencement.

Participation
This qualification is delivered via blended learning, combining face to face sessions.
Participants will be required to undertake self-directed learning outside of classroom delivery.
Students will need to identify and negotiate any training delivery opportunities with an organisation or company to compete the qualification.

Entry Requirements
Nil

Assessment Methods
- Observation
- Quiz
- Peer feedback
- Question and answer – verbal
- Question and answer – written
- Participation
- Workplace reports
- Simulations

Employment Opportunities
Upon successful completion of this qualification, participants may be eligible to gain employment within a relevant industry as a vocational teacher, trainer and/or assessor.

Qualification Pathways
Participants may be eligible to undertake further qualifications at Diploma level

Cost
Full Fee: $2500.00

Location
The Australian Institute of Social Relations: 49a Orsmond Street, Hindmarsh SA 5007
**Number of Units**

This qualification currently consists of 10 units (7 compulsory units and 3 elective units).

### Compulsory Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit</th>
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<tbody>
<tr>
<td>TAEASS401B</td>
<td>Plan assessment activities and processes</td>
</tr>
<tr>
<td>TAEASS402B</td>
<td>Assess competence</td>
</tr>
<tr>
<td>TAEASS403B</td>
<td>Participate in assessment validation</td>
</tr>
<tr>
<td>TAEDEL401A</td>
<td>Plan, organise and deliver group-based learning</td>
</tr>
<tr>
<td>TAEDEL402A</td>
<td>Plan, organise and facilitate learning in the workplace</td>
</tr>
<tr>
<td>TAEDES401A</td>
<td>Design and develop learning programs</td>
</tr>
<tr>
<td>TAEDES402A</td>
<td>Use training packages and accredited courses to meet client needs</td>
</tr>
<tr>
<td>TAELLN401A</td>
<td>Address adult language, literacy and numeracy skills</td>
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</tbody>
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### Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit</th>
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<tbody>
<tr>
<td>TAEASS301B</td>
<td>Contribute to assessment</td>
</tr>
<tr>
<td>TAEASS502B</td>
<td>Design and develop assessment tools</td>
</tr>
<tr>
<td>BSBCMM401A</td>
<td>Make a presentation</td>
</tr>
</tbody>
</table>
Modules

Meeting the Needs of Clients Using Training Packages
This program will develop your skills and knowledge in order to use Training Packages and accredited courses for a variety of purposes to meet the needs of clients and individuals. You will learn and understand their development, application, components, context and flexibility.
You will apply the skills and knowledge gained within this program to meet an identified need within your own work/practice environment.

Language, literacy and numeracy requirements for Adult learners
This module will provide you with the skills and knowledge to address adult language, literacy and numeracy issues.

Assessment in Practice
Assessors make judgements of competence by evaluating the evidence and assessing the risk. How do assessors avoid the constraints and pressures of time, cost and demand for a quick outcome and remain faithful to the content and intent of a Training Package, accredited course or unit of competency.
This program will enhance your ability to work within the assessment system and framework by developing your understanding of and ability to design, develop and implement a wide range of assessment processes and methods, including Recognition grounded in a sound knowledge of assessment principles, rules and current informed practices.

Facilitating Learning for Individuals and/or Groups – On and Off the Job
How do we design, develop, implement and evaluate programs designed to enhance and facilitate learning for others? What are the skills and knowledge required to do this well? How do we do it safely and include everyone?
This program will provide you with an understanding of educational program design, to be applied on and off the job as well as an understanding of the principles of learning and applying these to meet the needs of individuals and groups in a range of contexts.
## Delivery Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Duration</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting the Needs of Clients</td>
<td>4 days</td>
<td>1 and 2 March 8 and 9 March 15 March 2016</td>
<td>9.30am – 4.30 pm</td>
</tr>
<tr>
<td>Using Training Packages</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Assessment in Practice</td>
<td>5 days</td>
<td>19 and 20 April 26 and 27 April 3 and 4 May 2016</td>
<td>9.30am – 4.30 pm</td>
</tr>
<tr>
<td>Facilitating Learning for</td>
<td>6 days</td>
<td>14 and 15 June 21 and 22 June 28 and 29 June 5 July 2016</td>
<td>9.30am – 4.30 pm</td>
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<tr>
<td>Individuals and/or Groups – On and Off the Job</td>
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## Enrolments and Further Information

For further information or to enrol, contact the Australian Institute of Social Relations:

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Web:  www.socialrelations.edu.au  
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