



Certificate IV in Training and Assessment

TAA40104

Benefits of Studying this Program

- Commence training and assessment without prior experience in the field
- Develop training and assessment skills appropriate to certificate programs
- Learn and apply flexible delivery strategies for certificate level training
- Extend experience if currently employed in Vocational Education and Training (VET)
- Use a range of resources that support professional development for VET trainers and assessors.

Program Information

This program provides flexible delivery of the new qualification – Certificate IV in Training and Assessment and provides participants with a range of resources that support professional development for VET trainers and assessors.

The program is designed to support participants from a wide range of backgrounds including those entering this field of work for the first time and those currently employed in Vocational Education and Training.

You will develop skills in:

- Successfully working in the VET sector
- Working with Training Packages
- Designing and developing learning programs
- Planning and facilitating the delivery of training
- Planning, conducting and reviewing assessment.

Upon successful completion of the training, participants will have the knowledge and skills to implement, coordinate and conduct training and assessment in an industry or area of subject matter expertise. Participants will also be able to conduct competency - based assessment in a range of contexts.

Program focus

- The VET learning environment
- Training Packages
- Program design
- Assessment design
- Assessment conduct
- Delivery and facilitation.

Units of competency and clustering

The 12 core (c) and 2 elective (e) units supported by this program have been grouped as follows:

Unit Code	Competency Title
TAAENV401B	Work effectively in vocational education and training (c)
TAAENV402B	Foster and promote an inclusive learning culture (c)
TAAENV403B	Ensure a healthy and safe learning environment (c)
TAADES401B	Use Training Packages to meet client needs (c)
TAADEL401B	Plan and organise group based delivery (c)
TAADEL402B	Facilitate group-based learning (c)
TAADEL403B	Facilitate individual learning (c)
TAADEL404B	Facilitate work based learning (c)
TAAASS401C	Plan and organise assessment (c)
TAAASS402C	Assess competence (c)
TAAASS403B	Develop assessment tools (c)
TAAASS404B	Participate in assessment validation. (c)
TAADES402B	Design and develop learning programs (e)
TAADEL301C	Provide training through instruction and demonstration of work skills (e)

Assessment overview

All assessment is conducted in accordance with the assessment guidelines and competency standards in the officially endorsed Training Package for the Certificate IV in Training and Assessment.

The assessment procedures and the criteria for judging performance are made clear to all participants at the outset of the program. Assessment processes cover the broad range of skills and knowledge needed to demonstrate competency. Assessment will be conducted over time and in a variety of contexts. It will integrate knowledge and skills with their practical application. Assessment processes provide for the recognition of competencies no matter how, where, or when they have been acquired.

Program duration

Delivery would normally be scheduled over 10 to 15 full day (8 hour) training sessions, delivered fortnightly to allow for sufficient training and assessment practice between sessions. Training sessions are supplemented with study, practice, and work on assessment tasks.

Fewer hours are anticipated for existing employees depending on outcomes of skills audits. Students with disabilities or learning difficulties may require more hours.

Entry Requirements

Application is made on the Blended Learning International application form. The applicant will then be contacted to attend a meeting with an Admission interview.

Intending applicants are encouraged to contact the Director of Education, Ian Read, to discuss their application.

Recognition of Prior Learning (RPL)

Where a participant feels that he or she has already achieved the skills for any unit of competence, that person can be given credit for, or an exemption from, the unit. This prior learning may have occurred through formal or informal training, through work or life experience. It is a process whereby you are given credit for what you can already do.

Blended Learning International also recognises qualifications issued by other Registered Training Organisations (RTOs) as long as these qualifications are current and relevant to this program. If you believe that this applies to you, then you should ask for a Recognition of Prior Learning (RPL) application form.

Enquiries

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