

Course Description

The Certificate IV in Training and Assessment is aimed at developing the competency, skills and knowledge of trainers, managers and coaches in the workplace. It is particularly targeted towards those who are currently trainers (and/or workplace assessors) or those who are entering the field.

Upon successful completion of the course, participants will be able to implement newly developed skills in the design, delivery, development, assessment and review of training programs.

As a nationally recognised training qualification, the Certificate IV provides a valuable opportunity for new and current training professionals to acquire or update their skills in the Adult and Vocational Educational Sector.

Pre-Requisites

While there are no formal pre-requisites it is strongly recommended that **participants have a current training role, possess some training requirements as part of their current role or plan to commence a training role**. Joining with no access to a training role would make it difficult to practice the skills learnt and it would also be more difficult to complete the Post-Unit Learning requirements (to achieve competency).

Nationally Recognised Training

This program is a nationally recognised qualification at AQF (Australian Qualification Framework) Level 4. Participants who achieve competency in the 12 core units and 2 electives will be granted a Certificate IV in Training and Assessment. If individual Units are completed (but not the full 14) then once participants achieve competency they can be granted Statements of Attainment for those Units. If a participant decides later to return and complete the qualification, those Units completed will be taken into consideration and credit granted.

Order of Units

We recommend that units under the Learning Environment field be completed first, then Learning Design field. The order of the remaining units can be agreed and integrated according to your choice of elective units. In this way the units flow easily, encouraging learning with this recommended order of units/fields.

Assessment

A variety of assessment methods occur during the units with a Post-Unit Workplace Learning Project (short answer questions, written task and sample evidence to support the task) also required following each unit. The Projects present an opportunity for participants to demonstrate their competency on-the-job through the implementation of activities and collection of evidence to meet the required unit competencies.

Assessment is both formative and summative. Evidence gathered is based on a combination of classroom activities, including demonstration, question and answer activities, work-based activities for practical application of skill and knowledge to real work, projects, and third party reports from other participants and from workplace managers. The summative assessments are clustered with other core units within its field, to provide as an integrated assessment. Elective units are assessed separately in most cases. All assessments entail research and written tasks by individual participants. The "Delivery and Facilitation" and the "Assessment" fields also include demonstration tasks relevant to the performance criteria.

Course Content

Below is an outline of the units and fields as they are categorised as. Attached to this document are the learning outcomes for each units, to help you gain a better understanding of the content of this qualification.

Field Clusters	Core Units
Learning Environment	TAAENV401A Work effectively in VET training TAAENV402A Foster & promote an inclusive learning culture TAAENV403A Ensure a healthy & safe learning environment
Learning Design	TAADES401A Use training packages to meet client needs TAADES402A Design and develop learning programs
Delivery and Facilitation	TAADEL401A Plan and organise group-based delivery TAADEL403A Facilitate individual learning TAADEL404A Facilitate work-based learning
Assessment	TAAASS401A Plan and organise assessment TAAASS402A Assess competence TAAASS403A Develop assessment tools TAAASS404A Participate in assessment validation
Field Clusters	Elective Units (minimum 2 required)
Delivery and Facilitation	TAADEL301A Provide training through instruction and demonstration TAADEL402A Facilitate group-based learning
Training Advisory Services	TAATAS401A Maintain information requirements of training and/or assessment organisations
Imported	BSBCM404A Develop teams and individuals

Learning Pathways

This qualification can be completed as any of these pathways...

RPL: If you have skills and experience to meet all the competencies of any unit/s, and can demonstrate/document that competency, then you may apply for RPL (recognise prior learning). Please contact our office for more details of this assessment-only process and an application form. Learners should allow 125 hours to complete the qualification in this format however, this is assuming that they are able to provide sufficient and current evidence against each performance criteria.

Group sessions: There may be a number of people in your organisation that can come together for a series of training sessions in your workplace, or an agreed alternate location. We recommend a 10 day ideal program however, the amount of time face-to-face can be discussed and agreed depending on the current competencies of the participants and viability of them coming together. The group sessions are accompanied by assessment tasks combining written tasks (short answer questions and projects), research findings and demonstration activity that could be arranged in your workplace or incorporated into the group training sessions. This is discussed and agreed prior to commencement of the qualification so that the program is structured around the needs of the learners and their workplace. We have allowed 350 hours in total to complete the qualification this way.

Flexible Work Based: It may not be possible or preferential to co-ordinate face-to-face sessions so we can assist you through the qualification via email and phone support, along with workplace visits if required. Learning guides, assessment instructions and various other supporting resources are supplied to guide you through the learning. Assessment evidence requirements are via a combination of written tasks (short answer questions and projects), research findings and video/DVD recordings of demonstrations. Full instructions are provided to learners with each integrated assessment provided. Learners should allow 350 hours in case they are not able to fast track.

Blended Approach: You may prefer a combination of face-to-face sessions supported by email support and telephone conferencing. We can structure a program by incorporating all of these options.

For all pathways, you work at your own pace, with an agreed start date and timeline to ensure realistically the participants can complete part or all of the qualification to meet their needs. All participants who achieve this qualification can gain entry into the Diploma of Training and Assessment TAA50104.

Delivery Arrangements

The program is typically delivered over a minimum 5-6 month period using a mix of on and off the job approaches. We combine self-directed reading, summative assessment projects and research activities and have allowed approx 350 hours in total to complete. The qualification can be fast-tracked, depending on current competencies of learner as well as their available time in completing the requirements.

Participants are provided with training manuals for each cluster of units which include all materials participants require to be used in the learning environment as well as examples of best practice in training and assessment. Practical activities are completed by participants in their workplace environment, and completion of these also contributes to formative assessment evidence.

Cost

Here is a guideline to our pricing structure:

RPL: There is an RPL fee of \$150 per hour with a minimum of 4 hours (\$600) required to complete this qualification in its entirety.

Group sessions: Full day training sessions are \$1500 plus \$800 per person to complete the qualification.

Flexible Work Based: \$950 inclusive of all learning materials, assessment tasks, communication with trainer/assessor and issuing of qualification upon successful completion.

Blended Approach: Quoted according to your needs, based on these prices above. Please add GST to these prices.

Call us today, for course dates and availability.

Refund Policy: In the case of cancellations, Target Training will refund full amount paid if 14 days notice [before work is due to commence] is provided, otherwise a cancellation fee of \$500.00 will apply.

Money Back Guarantee: Target Training offers a full money back guarantee on all services, if you are not fully satisfied.

Vocational Outcomes of qualification

The content of the course is according to these learning outcomes for each core and elective unit the participants complete. Resources, delivery style and assessments are integrated to ensure all outcomes are addressed. When a participant is assessed as competent against all or selected nationally endorsed units below this lead to the issuing of a statement of attainment (selected units) or certificate of completion (12 core and minimum 2 elective units) under the Australian Qualifications Framework.

TAAENV401A	WORK EFFECTIVELY IN VOCATIONAL EDUCATION AND TRAINING
	Work within the vocational education and training policy framework
	Work within the training and/or assessment organisation's quality framework
	Manage work and work relationships
	Demonstrate a client-focused approach to work

TAAENV402A	FOSTER AND PROMOTE AN INCLUSIVE LEARNING CULTURE
	Practise inclusivity
	Promote and respond to diversity
	Develop and implement work strategies to support inclusivity
	Promote a culture of learning
	Monitor and improve work practices
TAAENV403A	ENSURE A HEALTHY AND SAFE LEARNING ENVIRONMENT
	Identify OHS responsibilities
	Identify hazards in the learning environment
	Assess risks in the learning environment
	Develop and implement actions to ensure the health safety and welfare of learners and/or candidates
	Provide appropriate OHS requirements to learners and/or candidates
TAADES401A	USE TRAINING PACKAGES TO MEET CLIENT NEEDS
	Define the basis for using Training Packages and accredited courses
	Analyse and interpret the qualifications framework
	Analyse and interpret competency standards and accredited modules for client applications
	Contextualise competency standards and accredited courses for client applications
	Analyse and interpret assessment guidance for client application
	Use Training Packages and accredited courses as an integrated tool for client application
	TAADES402A
Define the parameters of the learning program in consultation with the client	
Generate options for designing the learning program	
Develop the learning program content	

	Design the structure of the learning program
	Review the learning program
TAADEL401A	PLAN AND ORGANISE GROUP-BASED DELIVERY
	Interpret the learning environment and delivery requirements
	Prepare session plans
	Prepare resources needed for delivery
TAADEL403A	FACILITATE INDIVIDUAL LEARNING
	Identify individual learning facilitation requirements
	Establish the learning/facilitation relationship
	Maintain and develop the learning/facilitation relationship
	Close and evaluate the learning/facilitation relationship
TAADEL404A	FACILITATE WORK-BASED LEARNING
	Establish an effective work environment for learning
	Develop a work-based learning pathway
	Implement the work-based learning pathway
	Monitor learning and address barriers to effective participation
	Review the effectiveness of the work-based learning pathway
TAAASS401A	PLAN AND ORGANISE ASSESSMENT
	Determine focus of assessment
	Prepare the assessment plan
	Contextualise and review assessment plan
	Organise assessment arrangement
TAAASS402A	ASSESS COMPETENCE
	Establish and maintain the assessment environment
	Gather quality evidence
	Support the candidate

	Make the assessment decision
	Record and report the assessment decision
	Review the assessment process
TAAASS403A	DEVELOP ASSESSMENT TOOLS
	Determine the focus of the assessment tool
	Determine assessment tool needs
	Design and develop assessment tools
	Review and trial assessment tools
TAAASS404A	PARTICIPATE IN ASSESSMENT VALIDATION
	Prepare for validation
	Contribute to validation process
	Contribute to validation outcomes
TAADEL301A	PROVIDE TRAINING THROUGH INSTRUCTION AND DEMONSTRATION OF WORK SKILLS
	Organise instruction and demonstration
	Conduct instruction and demonstration
	Check training performance
TAADEL402A	FACILITATE GROUP-BASED LEARNING
	Establish an environment conducive to group learning
	Deliver and facilitate training sessions
	Demonstrate effective facilitation skills
	Support and monitor learning
	Review and evaluate effectiveness of delivery
TAATAS401A	MAINTAIN INFORMATION REQUIREMENTS OF TRAINING AND/OR ASSESSMENT ORGANISATIONS
	Provide initial and ongoing information and advice on training and/or assessment services

COURSE OUTLINE
CERTIFICATE IV IN TRAINING AND ASSESSMENT (TAA40104)

	Complete training/assessment records
	Complete reporting requirements
BSBCMN404A	DEVELOP TEAMS AND INDIVIDUALS
	Determine development needs
	Develop individuals and teams
	Monitor and evaluate workplace learning