

Course Units

Units of Competency = 10 (9 Core plus 1 Elective)

Total Number of Nominal Hours = 330 hours

Core Units

TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence
TAEASS403	Participate in assessment validation
TAEDEL401	Plan, organise and deliver group based learning
TAEDEL402	Plan, organise and facilitate learning in the workplace
TAEDES401	Design and develop learning programs
TAEDES402	Use training packages and accredited courses to meet client needs
TAELLN411	Address adult language, literacy and numeracy skills
TAEASS502	Design and develop assessment tools

Elective Unit

BSBCM401	Make a presentation
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Register your interest in any of the following:

Full Course: TAE40116 Cert IV in Training and Assessment

Upgrade : From existing TAE40110 in Training and Assessment to new TAE40116 in Training and Assessment qualification

Course Fees

Fee Type	Tuition	Materials	Administration Fee
Fee for Service			
Full Qualification	\$3350	\$100	\$150
Upgrade	\$700 (contact SGAE for further info)	\$50	\$45
LLN	\$400	\$20	\$45
RPL	Contact SGAE		

Commonwealth & Victorian Government funding may be available for this course, subject to eligibility.

**Contact SGAE directly to discuss organisational group rates.
Payment Plans may be available.
Fees & Refunds policy applies**

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RTO Code: 20645

**Southern Grampians
Adult Education Inc.**

**TAE40116 Certificate IV
in Training and
Assessment**



Qualification Description

This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and Training (VET) sector.

This qualification (or the skill sets derived from units of competency within it) is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET program.

Licensing/Regulatory Information

Achievement of this qualification is a requirement of the Standards for Registered Training Organisations (RTOs) 2015 to be able to train and/or assess in the Vocational Education sector.

Entry Requirements

Those entering this program must 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 and sufficient current experience.

Qualification Duration & Delivery Modes

The qualification duration is approximately 330 hours which includes face to face delivery and approximately 4—5 hours per week for study and completion of assessment tasks.

Pre-Training Review

Conducted for all prospective candidates to determine:

- whether the candidate has the appropriate foundation skills requirements to enter this qualification, and
- the candidate holds vocational competency and currency in the proposed area which they intend to train and assess.

It provides essential information about the learner, their industry and current workplace roles. This information allows SGAE to individualise training for the learner and contextualise for the industry ensuring appropriate delivery for success supported by diverse learner resources to give relevance to the unit/s within this qualification.

Resources

Candidates will be provided with:

- Training and Assessment schedule
- Training folder and course notes
- USB of Assessment templates
- Activity information
- Access to up to date Computers including Internet access for research
- Additional handouts
- Student support
- Qualified and experienced trainers and assessors
- Mixed mode delivery including face to face and on-line learning and assessment

Assessment

Assessment may include methods such as observation, discussion, written assessment tasks, work and class related projects and presentations.

Full details provided at the commencement of training.

Recognition of Prior Learning

Participants may be able to access Recognition of Prior Learning for informal and on-job learning or life experience. Recognition of Prior Learning may result in credit toward the program.

Refer to SGAE's Recognition of Prior Learning and Credit Transfer Policy.

Credit Transfer

Statements of Attainment and qualifications issued by any other Registered Training Organisation will be recognised where the Statement of Attainment or qualification is less than 7 years old and the learning substantially aligns with the current Training Package requirements.

Refer to SGAE's Recognition of Prior Learning and Credit Transfer Policy.

Employment Pathways

The following employment pathways may be accessible to candidates who successfully complete this qualification:

- Enterprise trainer/ or assessor
- Registered Training Organisation (RTO) trainer and/or assessor
- Training advisor or training needs analyst
- Vocational Education & Training (VET) trainer

Further Study Pathways

After successful completion of this qualification, students may undertake TAE50116 Diploma of Vocational Education and Training, the TAE50216 Diploma of Training Design and Development or higher studies.