

NATIONAL RECOGNITION

One of the most important features of the Australian Quality Training Framework is the national recognition of training organisations and qualifications including Statements of Attainment.

Under national recognition a registered training organisation must accept the credentials issued by another registered training organisation based in any State/Territory of Australia. Technical Advanced Training undertakes to ensure that all Certificates and Statements of Attainment issued by any other registered training organisation are accepted as valid. Your Qualification or Statement of Attainment issued by Technical Advanced Training will be recognised Australia wide under these arrangements.

ENROLMENT

Students are required to complete a Pre-Training Review form and an enrolment application form, available from Reception at **Suite 15, 11 – 17, Pearcedale Parade Broadmeadows VIC 3047.**

Further Information

Please contact reception or training manager.

Telephone +61 3 9309 0059
Facsimile +61 3 9309 7490
Email info@advancetraining.com.au

Technical Advanced Training
Suite 15, 11 – 17, Pearcedale Parade Broadmeadows VIC 3047.

All Company policies, procedures and documentation are available online at:
www.advancetraining.com.au



TOID #: 22274

Training Provider in:

Security ~ Screening ~ Early Childhood ~ First Aid ~
Training & Assessment ~ R.S.A

Suite 15, 11 - 17
PEARCEDALE PARADE
BROADMEADOWS

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A.B.N. 16 025 532 981

TAE40116

Certificate IV in Training and Assessment



Registered Provider No. 22274



Version 2: 20180416



COURSE AIMS & OBJECTIVES

This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector. Achievement of this qualification is a requirement of the Australian Quality Training Framework *Essential Standards for Registration*. This qualification, and the skill set derived from units of competency within it, is also suitable preparation for those engaged in the delivery of training and assessment in the workplace.

ENTRY REQUIREMENTS & PREREQUISITES

There are no prerequisite qualifications or units for the TAE40116 qualification or its units of competency.

You will be required to go through the institutes Pre-Training Review Process; this will include completing a Language, Literacy and Numeracy Appraisal. You will need to be appraised at an ACSF level of 4 or above and demonstrate vocational competence in the industry you wish to teach (this may include, holding the qualification). This is to ensure you have the skills required to successfully complete this training.

WORK OUTCOME

Job roles associated with this qualification relate to the delivery of training and assessment of competence within the VET sector. Possible job roles relevant to this qualification include:

- Workplace trainer and assessor
- Registered Training Organisation trainer and assessor
- Training adviser and training needs analyst
- Vocational education teacher

ASSESSMENT

Students will be required to be assessed in this program, to show that they have achieved the skills and knowledge set out in the competency standards/modules.

Assessment may include a variety of approaches, for example, class room activities, written assessments, practical demonstration, written work and case studies.

RESOURCES & FACILITIES

Prospective Training and Assessment students will be provided with the learning resources and equipment. Classes will be conducted as required in an appropriate learning environment. We recommend you bring an exercise book to keep track of your learning and your own laptop.



COMPLETION REQUIREMENTS

To achieve the qualification applicants must have demonstrated competency against all ten units. The units for completion are as follows:

TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence
TAEASS403	Participate in assessment validation
TAEASS502	Design and develop assessment tools
TAEDEL401	Plan, organise and deliver group based learning
TAEDEL402	Plan, organise and facilitate learning in the workplace
TAEDES401	Design and develop learning program
TAEDES402	Use training packages and accredited courses to meet client needs
TAELLN411	Address adult language, literacy and numeracy skills
BSBCMM401	Make a presentation

The course will run over 21 scheduled lessons. For each session you will be required to attend a 4.5 hour face to face training and an average of 12 hours per week of own time to do assessments and reading.

COURSE FEES & CHARGES

For full fee paying students, the course will cost \$3,000.00. A minimum payment of \$800.00 is required prior to course commencement for administration and enrolment fee. All cancellation requests made prior to course commencement date will incur a \$160.00 administration and enrolment fee. Once courses have commenced, the organisation will not approve refunds or transfers under any circumstances.

Students eligible for government funding will pay \$800.00 for administration and enrolment fee. Students eligible for government funding with a healthcare will pay \$160.00 for administration and enrolment fee. All cancellation requests made prior to course commencement date will incur a \$160.00 administration and enrolment fee. Once courses have commenced, the organisation will not approve refunds or transfers under any circumstances.

Technical Advanced Training reserves the rights to cancel or postpone the course commencement date with low enrolment numbers up to two days prior to the course commencement date. Should a course be cancelled or postponed, you will be notified either by mail, telephone or email. Cancellation of a program by Technical Advanced Training will result in a full refund.

ARTICULATION & PATHWAYS

After achieving TAE40116 Certificate IV in Training and Assessment, candidates may undertake TAA50104 Diploma of Training and Assessment or may choose to undertake TAE70110 Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice

RECOGNITION OF PRIOR LEARNING

Students may apply for course credits, advanced standing or exemptions if they are able to provide evidence that demonstrates that they have attained competency. Competency may have been attained through formal and informal training, work experience and life experience. Applications must be made on an official RPL Application form, available from the reception or website.

RPL FEES & CHARGES

TAE40116 Certificate IV Training and Assessment

RPL Application Fee \$300.00

Total cost of RPL including application fee will be \$2,400.00.

LITERACY LANGUAGE AND NUMERACY

Assistance and support will be provided with Literacy, Language and Numeracy issues.

COMPLAINTS

Students may access the Complaints Policy through the course Coordinator/ Director or visit our website, www.advancetraining.com.au

