



MHRC

MURRAY HOUSE RESOURCE CENTRE

(RTO 2068)

TAE40116 Course Overview V3.3

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**TAE40116 CERTIFICATE IV IN TRAINING AND
ASSESSMENT**

COURSE OVERVIEW



WHO IS THE PROGRAM FOR?

The program is for anyone who:

- aspires to train and assess within the Vocational Education Training (VET) sector and deliver and assess against nationally recognised qualifications, skillsets or units of competency
- delivers non-accredited training and would like to elevate their skills within a nationally recognised framework for trainers and assessors
- delivers VET in Schools programs
- wish to refresh their skills and knowledge as prior qualifications that are no longer current (prior to TAE40110 Certificate IV in Training and Assessment)
- would like to set up their own Registered Training Organisation (RTO)
- is partnering with an RTO and needs additional skillset to complement this arrangement and further their knowledge of the VET sector and compliance requirements under the Standards for RTOs 2015
- wishes to set up a nationally accredited program within the VET sector
- is required as part of their job description or for compliance reasons within their workplace or on a client site.

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.

It is recommended that you have good computer skills, including ability to research on the internet and basic keyboard skills to complete assessment templates. You will also be working in an online environment.

For those who do not have good computer skills a foundation course is recommended prior to commencement. These courses are available via Murray House Resource Centre and are subject to minimum numbers. Please discuss this with us prior to enrolling in this qualification.

HOW IS THE PROGRAM DELIVERED?

The program is delivered over 11 days of face to face workshops with a highly qualified trainer and assessor who will align the program to your required outcomes.

Before you attend the program, you will have a discussion with your trainer about your learning outcomes, training needs, special requirements and your career aspirations so that you get what you want from your studies. You will be guided to explore options that suit your individual requirements within the program.



You will have a phone interview with the trainer and assessor to ascertain the above requirements and to ensure that the program is suitable for you and what level of support you may require to complete.

You will also be asked to provide a resume and training needs analysis so that the trainer and assessor can see your prior knowledge and existing skill set.

HOW WILL YOU BE ASSESSED?

Assessment is competency based and evidence based, so you will be required to demonstrate evidence of your ability to perform the tasks required and the knowledge required to complete the units of competency.

Assessment Methods: You will be required to complete a major project, which will be a series of structured activities that are relevant to the VET sector and reflect current industry practice. The evidence that you produce will be contextualised for your own workplace, or a workplace of your choice.

You will be directly observed by your assessor performing tasks that are required by a trainer and assessor, such as delivering training sessions, assessing learners, participating in validation sessions conducted by the Registered Training Organisation (RTO).

Your knowledge will be assessed by:

- Knowledge Questions
- Major Project
- Structured Activities
- Observation

HOW LONG WILL IT TAKE TO COMPLETE?

The group training sessions and validation sessions will be completed and observed by your assessor during the course of the 11 days. You will be required to complete structured activities to demonstrate your skills which includes the design of assessment plans and assessment tools and assessing individuals against nationally recognised units of competency.

You will commence these activities during the training but will not have sufficient time during this period to complete all the requirements. You will be required to continue with your own study time after the delivery in the face to face workshops and to complete your assessment requirements and knowledge questions over the next 12 months. You will be provided with access to a Learning Management System (LMS) as well as another resource area where you will also be able to continue to collaborate with your group and engage with the learning materials from the workshops.

Depending upon your prior knowledge this may take you between 600 – 2400 hours to complete in full as recommended by the Australian Qualifications Framework (AQF) for a Certificate IV qualification. Experienced people with good computer skills may achieve competency in a shorter period of time.



Your learning will continue after the workshops by engaging in the learning resources, independent research and study.

You will have 12 months to complete the qualification.

HOW MUCH DOES IT COST?

\$2950

Minimum 6 people. Maximum 8 people to maximise interaction with the trainer and assessor and learning outcomes.

Payment Terms:

Deposit: \$1500 to secure your place on the program

Balance: \$1450 – due at end of first cluster (DESIGN) training or for self-paced / RPL students 1 month after commencement

WHAT IS INCLUDED IN THE COURSE?

The program is divided into three clusters that build on each skill level that will scaffold your learning and provide you with a clear framework for your skills development.

Design Cluster:

This cluster will provide you with the background of the VET sector and the standards that guide the sector, training packages and how to design learning programs that meet the requirements of clients, industry and your learners.

This cluster would be highly beneficial for course administrators and student support coordinators to gain a valuable background into the VET sector and to give context to their role. This could be attended and completed as a skillset.

This cluster is comprised of two units of competency:

TAEDES401 Design and develop learning programs (Release 2)

This unit describes the skills and knowledge required to conceptualise, design, develop and review learning programs to meet an identified need for a group of learners. The unit addresses the skills and knowledge needed to identify the parameters of a learning program, determine its design, outline the content, and review its effectiveness.

It applies to trainers or facilitators who work under limited supervision to design, or develop, learning programs that are discrete, and provide a planned learning approach that relates to specific learning and training needs, or part of the learning design for a qualification.



TAEDES402 Use training packages and accredited courses to meet client needs (Release 2)

This unit describes the skills and knowledge required to use training packages and accredited courses as tools to support industry, organisation and individual competency development needs.

It applies to individuals who are working in or with training and/or assessment organisations as an entry-level trainer, teacher, facilitator or assessor using a pre-defined training product, such as a training package or accredited course.

Delivery Time: 2 days

Delivery Cluster:

This cluster will provide you with the skills and knowledge to design and deliver group-based learning programs, individual workplace learning programs and to enhance your training and presentation skills. It will cover the key theories and principles that guide adult learning and how to address language, literacy and numeracy issues.

To successfully complete this cluster you may have some prior experience in delivering and presentation or be a novice presenter.

This cluster is comprised of four units of competency:

TAEDEL401 Plan, organise and deliver group-based learning (Release 2)

This unit describes the skills and knowledge required to plan, organise and deliver training for individuals within a group.

It applies to a person working as an entry-level trainer, teacher or facilitator structuring a learning program developed by others in, or with, a training and assessment organisation.

TAEDEL402 - Plan, organise and facilitate learning in the workplace (Release 2)

This unit describes skills and knowledge required to plan, organise and facilitate learning for individuals in a workplace, using real work activities as the basis for learning.

It applies to a person working as an entry-level trainer, teacher or facilitator or an employee, team leader or workplace supervisor responsible for guiding learning through work.

BSBCMM401 - Make a presentation (Release 1)

This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.

This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training and promotions. They contribute well developed communication skills in presenting a range of concepts and ideas.



TAELLN411 - Address adult language, literacy and numeracy skills (Release 2)

This unit describes the skills and knowledge a vocational trainer or assessor requires to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment, and to use resources and strategies that meet the needs of the learner group.

The unit applies to individuals who teach, train, assess and develop resources.

Competence in this unit does not indicate that a person is a qualified specialist adult language, literacy or numeracy practitioner.

Delivery Time: 3 days

Delivery Assessment (observation): 2 days

Delivery and Observation of Group Based Learning Sessions

You will be required to deliver 3 x 40-minute group-based learning sessions to your peers and assessor over 2 days. During this time, you will be assessed whilst delivering your own sessions and you will participate in, and evaluate, the sessions delivered by your peers. At the end of this time you will conduct a self-review of your own performance to improve your own practice.

Assessment Cluster:

TAEASS401 Plan assessment activities and processes (Release 2)

This unit describes the skills and knowledge required to plan the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system.

It applies to individuals with assessment planning responsibilities.

In planning activities and processes, individuals are required to identify the components of assessment tools, analyse and interpret assessment tools, and develop assessment instruments (also known as assessment tasks) and assessment plans.

TAEASS402 Assess competence (Release 2)

This unit describes the skills and knowledge required to implement an assessment plan and gather quality evidence to assess the competence of a candidate using compliant assessment tools.

It applies to teachers, trainers and assessors in enterprises and registered training organisations (RTOs) and those providing assessment advisory services.



TAEASS403 Participate in assessment validation (Release 2)

This unit describes the skills and knowledge required to participate in an assessment validation process.

It applies to assessors and workplace supervisors with assessment validation responsibilities participating in, but not necessarily leading, the process.

TAEASS502 Design and develop assessment tools (Release 2)

This unit describes the skills and knowledge required to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment.

It applies to experienced practitioners responsible for the development and/or delivery of training and assessment products and services.

Delivery Time: 4 days

Student Support Day– OPTIONAL

An optional student support day is provided at the end of each program to assist participants with learning and to ensure that you have an ongoing study plan to successfully complete the qualification. This is optional and included free of charge in the program. You will have access to a trainer and assessor throughout the day to ask questions and seek guidance.

1 Day

Training Resources

Training Resources

You will be provided with:

- access to our Learning Management System (LMS) with online course materials and portal to complete your assessments. This is web-based so you will be able to login and work from any location and continue from where you left off
- access to the Murray House Resource Centre Resource Library with all the resources from the workshops including PowerPoints, videos, handouts, website links, downloads
- templates to complete your assessments available online

You will need to have:

- access to a computer and internet
- basic computer skills to access information online and to complete assessment templates



Qualification Pathways

On successful completion of these units you will have credit towards TAE50216 the Diploma of Training Design and Development for two of the ten units of competency required to complete the full qualification.

WHEN IS THE COURSE SCHEDULED?

[SEE TRAINING CALENDAR 2021](#)

SCHEDULING OPTIONS

You do not have to attend the clusters immediately after each other, though this is the preferred fast track. Please consider these options and ensure that you have booked the right option for you. You can discuss this with your trainer prior to commencement of your studies.

FAST TRACK: Attend one cluster directly after each other. This option requires a considerable amount of commitment and engagement with the learning between clusters to allow the learning to embed prior to commencement of the next cluster. If you do not have the required time to commit to this option, then it is highly recommended that you go for the PACED option.

PACED: You may attend different groups across the year, with gaps between your learning if you prefer. Subject to availability on each course as each course is capped at 8 people. If this is your preference then you must book your timeslots in advance to ensure that you have a spot on each course. You may be able to alter these if there are spaces in different groups, but this cannot be guaranteed.



WHERE IS TRAINING CONDUCTED?



At Murray House Resource Centre in Pinjarra in our dedicated training rooms, equipped with computers and resources required to complete the program **or we can come to you onsite as required.**

Catering is provided for morning tea, lunch is not provided. You have use of our kitchen if you wish to bring your own lunch equipped with fridge, microwave and sandwich toaster. Options for lunch are available nearby including Subway, Dome, Chicken Treat, Old Wok, Domino's Pizza, Muffin Break and local cafes in the adjacent Pinjarra Junction Shopping Centre.

Recognition of Prior Learning (RPL)

RPL is available to anyone who currently works in this area and can provide sufficient workplace evidence that meets the requirements of the unit of competency. If you wish to consider RPL for all or part of your qualification, please call Murray House Resource Centre to discuss this option with a qualified TAE assessor.

All course enquiries:

Murray House Resource Centre:

P: 08 9531 2298

E: admin@mhr.org.au



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TRAINING