



TAE40116 Certificate IV in Training and Assessment Qualification Overview

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.

A key focus of the reviewed Certificate IV is that it is the entry level qualification required for trainers and assessors of training package qualifications as determined by the Standards for Registered Training Organisations (RTO's) 2015

It is recognized that there is a broad range of stakeholders in the VET industry, ranging from VET professionals to industry trainer/assessors to enterprise trainers and/or assessors. As the basic training qualification the Certificate IV in Training and Assessment must be designed to provide the essential elements of what is needed by an entry level trainer and assessor in any Vocational Education and Training (VET) context as well as providing a firm foundation on which to build further knowledge and skills.

Licensing/Regulatory Information

Achievement of this Qualification by trainers and assessors is a requirement of the Standards for Registered Training Organisations (RTO's) 2015

This qualification has been designed to provide those essential elements whilst ensuring pathways are available to higher level qualifications where desired. The process has focused on presenting shorter, simplified user friendly units of competency which are no less comprehensive.

The Certificate IV in Training and Assessment (TAE40116) qualification assumes that the candidate is engaged in a training and education environment in the subject area in which it they are intended to teach or train. It is not suitable as a standalone entry level qualification to the VET 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.

Volume of Learning

The Australian Qualifications Framework (AQF) has set the parameters for a candidate to complete a certificate IV level qualification typically at 6 months to two years.

Duration of Training

The duration of your training will be set in consultation with you in respect to your current experience in training or assessing, if you have any recognition of prior learning or credit transfers. Will also depend on your workplace access to complete some of the vital aspects of training and assessing. This will be discussed in your pre-course interview and your training plan will be developed from there.

Training and Assessment Strategy

Murray House Resource Centre has a Training and Assessment Strategy that supports and reflects the Standards for RTO's 2015.



Resources and Training Plans are based on a design philosophy that;

Provides a realistic learning environment for a range of contexts, including; the public, private, and industry sectors.

- Recognises that some learners may have a high level of experience in training and assessment, conversely; also recognises that some learners will be new to VET training and assessment
- Provides appropriate resources for the learning of knowledge and skills that underpin the competencies
- Offers a sophisticated, adult-oriented learning environment that encourages self-directed learning, whilst offering a strong level of support
- Facilitates skills recognition for learners with prior learning and/or an appropriate level of competency

Language, Literacy & Numeracy (LL&N)

LL & N are addressed prior to course commencement through a consultative process with the learner. Learners who may have difficulty will be provided with avenues to develop skills prior to commencement of the course.

Good comprehension, effective language, communication in the English language is a requirement for the Skills and Knowledge criteria throughout this course.

Technology literacy is required for research, networking, processing of information and is a 'Skills & Knowledge' requirement for competency. Support will be provided in-house during the learning process, as is required.

All course training & assessment requirements are produced with accordance with and particular to;

1. National Vet Regulator (NVR) Standards
2. Access & Equity Legislation
3. Disabilities Standards for Education 2005

Delivery Methods

The course strategy is to deliver training encompassing the Principles of Adult Learning. Participants are provided with an interactive and collaborative learning approach and the opportunity to practice their skills on and off the job.

Blended training delivery options will be;

- face to face training room sessions
- Structured self-paced activities
- on-line research

Assessment Methods

Workplace assessment is the preferred option to gather evidence of competence.

The units of the TAE are designed to be assessed in the workplace where it is practicable.

If the workplace environment is not available a simulated environment will be replicated for assessment purposes (as far as is practicable).

Competency based assessment will be a holistic approach using a variety of tools;

- Demonstration/observation of skills
- Case study dissertation
- Oral questioning
- Workplace assignments
- Portfolio
- 3rd party testimonials
- Recognition of Prior Learning (RPL) all participants will be given the opportunity for course credits via an RPL process.



MURRAY HOUSE RESOURCE CENTRE

Training, Assessment and Safety Specialists

Registered Training Organisation 2068

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- A pre-assessment agreement between the assessor and the candidate will be obtained prior to commencement of assessment.
- A hazard perception and risk analysis will be completed on the location prior to assessment according to Work-Safe guidelines
- Rules of Evidence and Principles of Assessment will be applied to all assessment practices and tools

Structure of TAE40116 Certificate IV in Training and Assessment

A total of 10 units to be completed:

All 9 core units

1 elective unit

Elective list: see the below table after the Core units.

https://training.gov.au/TrainingComponentFiles/TAE/TAE40116_R1.pdf

We have nominated an elective that is commonly required by industry, but you may choose another. Please note that the elective must be chosen that has relevant work outcomes and meets industry needs, or an elective from any currently endorsed Training Package or Accredited course at Certificate IV or above. Where a unit is chosen from another currently endorsed training package or endorsed course at Certificate IV or above, and must contribute towards the vocational outcome of the program.

Core Units

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
TAELLN411	Address adult language literacy & numeracy
TAEDES401	Design and develop learning programs
TAEDES402	Use training packages and accredited courses to meet client needs

Elective Units

Common Choices

TAEDEL301	Provide Work skill Instruction
TAEASS301	Contribute to assessment
TAEDEL404	Mentor in the workplace
BSBCMM401	Make a presentation
Other options	https://training.gov.au/TrainingComponentFiles/TAE/TAE40116_R1.pdf

Learning Outcomes

On completing this training program and all assessments, participants will be able to;

- Understand the competency based VET (Vocational Education and Training) learning environment
- Design competency based training programs
- Deliver competency based training programs
- Develop assessment plans, assessment tools and assess competency
- Ensure a healthy & safe learning environment



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COURSE FEES:

We do not take full fee payment upfront, however a deposit of 20 percent is required prior to course commencement. On enrolment you will be invoiced for the 20% required, and then we will invoice you according to your payment selection below and/or beginning of course units. Please note, that we cannot issue your qualification until full payment has been received.

Successful Completion

On successful completion of the TAE40116 Certificate IV training and Assessment you will receive a Certificate which states your qualification, a Record of Results which nominates the units of competencies that you have achieved.

You are invited to discuss any queries that you may have with our trainers prior to course commencement with no obligation