



**MHRC**

MURRAY HOUSE RESOURCE CENTRE

(RTO 2068)

James St, Pinjarra WA 6208 P: (08) 9531 2298

Course Overview V1.1



**UPGRADE: TAE40116 Certificate IV in Training  
and Assessment**

**COURSE OVERVIEW**



## ■ WHO SHOULD COMPLETE THE COURSE?

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The program is for

- trainers wishing to maintain currency to work as a trainer and assessor in the VET sector
- trainers who are returning to the VET sector and need to upgrade their qualifications
- trainers wishing to upskill and maintain currency (See Option 3 below)

### **Entry Requirements:**

You must hold the TAE40110 Certificate IV in Training and Assessment. Previous qualifications are no longer current and cannot be upgraded. You may be able to apply for partial RPL if you are still working or affiliated to the VET sector. Call to discuss this option with one of our qualified trainers and assessors.

It is recommended that you have basic computer skills, including ability to research on the internet and basic keyboard skills to complete assessment templates.

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

Before you are accepted for the program, you will have a discussion with a trainer and assessor about your learning outcomes, training needs, special requirements, your commitment and your ability to complete this course. There are some pre-entry requirements to determine your ability to successfully complete this course.

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 previous qualifications so that the trainer and assessor can see your prior knowledge and existing skill set.

## ■ HOW IS THE PROGRAM DELIVERED?

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The program is delivered in face to face workshops with a highly qualified trainer and assessor.

If you are completing the TAELLN411 unit this is delivered over 1 day and you will complete most of the practical in the workshop.

If you are completing the TAEASS502 unit this is delivered over 2 days and you will commence the practical requirements for this unit in the workshop.

If you are completing the GAP units (see below) then you will be required to attend 2 days, if you are doing the TAEASS502 PLUS the GAP units for the full upgrade then you will be required to attend 3 days.



## ■ HOW WILL YOU BE ASSESSED?

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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 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 participating in validation sessions conducted by the Registered Training Organisation (RTO).

You will be assessed by:

- Knowledge Questions
- Structured Activities
- Observation

## ■ HOW LONG WILL IT TAKE TO COMPLETE?

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You will have **6 months to complete the full upgrade**. For those only completing the **GAP units or individual units you will have 3 months**.

The validation sessions will be completed and observed by your assessor during the course of the workshop. 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 workshop, 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 3-6 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 the time taken to complete this will vary greatly. If you are currently training and assessing and designing quality assessment tools these may be provided as RPL or partial RPL for your upgrade. This evidence must meet the rules of evidence. You will discuss this with your assessor during your pre-assessment when any opportunities for RPL will be identified.



Experienced people with good computer skills may achieve competency in a shorter period of time than those with less experience.

## ■ HOW MUCH DOES IT COST?

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**\$295** for TAELLN411 Address adult language literacy and numeracy skills.

**\$350** for TAEASS502 Design and develop assessment tools.

**\$250** for GAP assessment to address the gaps in non-equivalent units: TAEASS401 Plan assessment activities and processes and TAEASS403 Participate in validation.

You will be issued with a CREDIT TRANSFER for all units that you currently hold that are equivalent in the TAE40110. If you already hold the above units or equivalent then you may only be required to complete the GAP if you wish to hold the TAE40116 most current qualification. See Option 1 in schedule below.

### **Payment Terms:**

Full payment will be required to commence.

## ■ WHAT IS INCLUDED IN THE COURSE?

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### **Under the Standards for RTOs 2015 Schedule 1**

**As of 1 July 2019, your trainers and assessors must hold:**

**Option 1:** TAE40116 Certificate IV in Training and Assessment or its successor **OR**

**Option 2:** TAE40110 Certificate IV in Training and Assessment PLUS the following units: TAELLN411 (or its successor) or TAELLN401A, AND TAEASS502 (or its successor) or TAEASS502A or TAEASS502B **OR**

**Option 3:** a diploma or higher level qualification in adult education.

You can decide which option suits you. Murray House Resource Centre can assist you with all 3 options. If you wish to elect Option 3, see separate [TAE50216 Diploma of Training Design and Development Course Overview](#). One of our trainers and assessors can assist you with this decision.

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.



#### 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.

Non-Equivalent (GAP) Units: for Option 1

#### 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.

*For this you will need to provide evidence of currency in planning and designing the assessment process. This will be provided by completing TAEASS502 above. If you have completed this more than a year ago you will be required to provide more current evidence through a gap assessment by planning the assessment process on one occasion from planning through to trialling an assessment process including the assessment tool.*

#### 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.

*To provide currency for this unit and to address the gap you will be required to participate in one validation session organised by Murray House. This will be conducted in a digital platform such as Microsoft TEAMS. This will be organised at a time to suit you.*

## ■ TRAINING RESOURCES

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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.
- 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 TAE40116 Certificate IV in Training and Assessment you may complete the TAE50216 Diploma of Training Design and Development, offered by Murray House Resource Centre or TAE50116 Diploma of Vocational Education and Training, not offered by Murray House Resource Centre.



## WHEN IS THE COURSE SCHEDULED?

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[See Training Calendar 2021](#)

### ■ WHERE IS TRAINING CONDUCTED?

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Online via LMS and in digital learning environment, such as Microsoft TEAMS.

### **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.

### **Credit Transfers**

If you already hold any of the above units, or equivalent units, you will be awarded a Credit Transfer for each unit, which means that you will not have to complete assessments for these units. You will need to provide evidence of the authenticity of your TAE40110 Certificate IV in Training and Assessment with record of results showing the units held. This is only applicable for those completing full upgrade who wish to hold the full TAE40116 Certificate IV in Training and Assessment. (Option 1)

Please refer to Credit Transfer Policy and Procedure for further information or call to discuss with one of our team

**All course enquiries:**

**Murray House Resource Centre:**

P: 08 9531 2298

E: [admin@mhr.org.au](mailto:admin@mhr.org.au)



**NATIONALLY RECOGNISED  
TRAINING**