

CERTIFICATE IV IN TRAINING AND ASSESSMENT

PRE-ENROLMENT INFORMATION



About the Qualification

The Certificate IV in Training and Assessment (TAE40116) 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. Achievement of this qualification by trainers is a requirement of the Standards for Registered Training Organisations 2015.

Entry Requirements

Students entering this course must satisfy the following requirements:

- Completion of a qualification at a Certificate III level or higher
- Have current competence in a vocational industry area

Units

To obtain the Certificate IV in Training and Assessment (TAE40116), 10 units of competency must be completed as per the following packaging rules:

Total number of units = 10 (9 core units plus 1 elective unit).

The elective unit may be:

- from the list of electives listed below
- from any currently endorsed training package or accredited course at certificate IV or above

The elective unit chosen must be relevant to the work outcome and meet local industry needs.

We offer all **9 core** units plus **3 elective** units. For those undertaking the full qualification, we have a standard study pathway which takes advantage of holistic assessment opportunities where appropriate. For more information see **study pathway**.

Unit code	Unit description
Core units	
TAEDES401	Design and develop learning programs
TAEDES402	Use training packages and accredited courses to meet client needs
TAEDEL401	Plan, organise and deliver group-based learning
TAEDEL402	Plan, organise and facilitate learning in the workplace
TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence
TAEASS403	Participate in assessment validation
TAEASS502	Design and develop assessment tools
TAELLN411	Address adult language, literacy and numeracy skills
Elective Units	
BSBCMM401	Make a presentation*
TAEDEL301	Provide work skill instruction
TAEASS301	Contribute to assessment

* The elective unit preselected when undertaking study in the full qualification.

Choosing Your Pathway

Students undertaking the Certificate IV in Training and Assessment (TAE40116) can select from the completion pathways listed below:

Training and assessment pathway

Students undertaking a training and assessment pathway will undertake training in each unit of competency prior to completing an assessment. The assessment is competency based and provides evidence of the student's competency against benchmarks of the unit.

Assessment Pathway

Students undertaking an assessment pathway have previously gained the required skills and knowledge to be deemed competent against the benchmarks of the unit/s of competency. Students are required to submit evidence to demonstrate their competency. This pathway is also known as Recognition of Prior Learning.

Upgrade Pathway

Students undertaking the upgrade pathway have the Certificate IV in Training and Assessment (TAE40110) and wish to upgrade to the Certificate IV in Training and Assessment (TAE40116). This requires the completion of a "gap assessment".

Option 1: Training and Assessment Pathway

Students completing the training and assessment pathway can select from the following study options. Students may move between study options provided guidance and approval has been sought from their facilitator.

Workshops: Blended Program

Students undertaking this program will attend a combination of face to face, and live virtual classes. This facilitated contact time is supported by access to learning materials, resources, activities and assessments in an online environment. Assessments are a combination of online and offline tasks.

This program includes attendance at 26 x 6 hour facilitated contact days delivered in a combination of face to face and live virtual classes. In addition to any facilitated contact time, students will be required to undertake self-directed study which will include practice activities, theory and assessment preparation. Completion is within five study periods.

Students enrol to study within a study period. Each study period is an eight week block, within which a student will complete a field (group of units). Refer to the study information section for further information.

Key features of this program include:

- Completion of the qualification within 16 months
- Face to face and live virtual classes
- Integrated assessment
- Participation in a community of inclusive learning
- Real-time feedback on practical tasks
- Entry/exit points
- Required study time is approximately 15-21 hours per week at home

Locations

This program is delivered at the following locations:



TAFE SA Adelaide
120 Currie Street, Adelaide

Online Study: Clustered Program

The online program provides students with a fully facilitated online learning environment. The program will be completed over five study periods. This program provides students with access to learning materials, resources, activities and assessments in an online environment which are supplemented with weekly support from a facilitator through live classes, recorded virtual tutorials, facilitated discussions and forums. Assessments are a combination of online and offline tasks. Communication with your facilitator occurs through online forums, email and telephone, where appropriate.

Students enrol to study within a study period. Each study period is an eight week block, within which a student will complete a field (group of units). Refer to the study information section for further information.

Key features of this program include:

- Completion of the qualification within 16 months
- Access to live virtual classes and recorded tutorials
- Participation in an online community of learning
- Integrated assessment
- Timely feedback
- Regular facilitator support
- Entry/exit points
- Required study and assessment time is approximately 23 hours per week

Requirements

Students must have:

- Access to a real workplace and/or vocational training environment within which they will conduct assessment of student and deliver training to students
- The support of a qualified assessor who will engage with and observe the student carrying out activities relevant to assessment and validation. Qualified assessors must:
 - hold the Certificate IV in Training and Assessment (TAE40110) and the units of competency Design and develop assessment tools (TAEASS502) and Address adult language, literacy and numeracy skills (TAELLN411) or Certificate IV in Training and Assessment (TAE40116)
 - provide a copy of their qualifications to the Training and Assessment Program at TAFE SA
 - provide evidence of current competency in training and assessment practice

Study Plan

To maximise student learning outcomes, it is suggested that the following unit sequences are followed if students intend to complete the entire qualification. An individual study plan tailored to specific needs can be provided.

Field	Units	Duration
Design field	Use training packages and accredited courses to meet client needs (TAEDES402) Design and develop learning programs (TAEDES401)	8 weeks
Delivery field	Plan, organise and deliver group-based learning (TAEDEL401) Make a presentation (BSBCMM401)	8 weeks
Assessment field, Stage 1	Plan assessment activities and processes (TAEASS401) Design and develop assessment tools (TAEASS502)	8 weeks
Assessment field, Stage 2	Assess competence (TAEASS402) Participate in assessment validation (TAEASS403)	8 weeks
Workplace Learning and LLN Field	Address adult language, literacy and numeracy skills (TAE LLN411) Plan, organise and facilitate learning in the workplace (TAEDEL402)	8 weeks

Hours of Study

Students undertaking the Certificate IV in Training and Assessment (TAE40116) are expected to undertake further study in addition to any structured facilitator contact or class time. Activities expected of students outside contact time include a combination of online readings, tutorials, research, practice activities and assessment projects.

The actual time spent by each student is dependent on the individual and their prior knowledge and experience.

The term 'assessment hours' refers to the amount of time a typical student will need to allocate to the completion of the assessment activities. It does not include 'study time' which is the time required to read and comprehend the resources, or the time spent undertaking practice activities.

Assessment Requirements

The following tables provides students with estimated assessment time per field of units.

Design Field	
Use training packages and accredited courses to meet client needs (TAEDES402) Design and develop learning programs (TAEDES401)	
Total Assessment Hours	12 hours
Assessment tasks include a combination of	<ul style="list-style-type: none"> • short answer questions • project based assessments
The assessment tasks within this field are predominantly project based, however students will require access to: <ul style="list-style-type: none"> • a workplace or simulated workplace environment (classroom) • information on the needs and characteristics of vocational learners • representatives of a workplace or vocational program to review training programs developed 	

Delivery Field	
Plan, organise and deliver group-based learning (TAEDEL401) Make a presentation (BSBCMM401)	
Total Assessment Hours	16 hours
Assessment tasks include a combination of	<ul style="list-style-type: none"> • short answer questions • simulated assessments • project based assessments practical demonstrations • reflection based assessments
The assessment tasks within this field require students to delivery training on three separate occasions consisting of: <ul style="list-style-type: none"> • delivery of at least two consecutive sessions of at least 40 minutes duration, to a learner group of at least eight individuals • delivery of at least one session delivered to a learner group of at least eight individuals 	

Assessment Field – Stage 1	
Plan assessment activities and processes (TAEASS401) Design and develop assessment tools (TAEASS502)	
Total Assessment Hours	30 hours
Assessment tasks include a combination of	<ul style="list-style-type: none"> • short answer questions • research projects • project based assessments
The assessment tasks within this field are predominantly project based, however students will require access to: <ul style="list-style-type: none"> • a workplace or simulated workplace environment (classroom) • information on the needs and characteristics of vocational learners • representatives of a workplace or vocational program to review and trial assessment tools and instruments 	

Assessment Field – Stage 2	
Assess competence (TAEASS402) Participate in assessment validation (TAEASS403)	
Total Assessment Hours	12.25 hours
Assessment tasks include a combination of	<ul style="list-style-type: none"> • short answer questions • research projects • practical assessment tasks • project based assessments
<p>The assessment tasks within this field are a combination of projects and practical demonstrations. Students are required to conduct the assessment of five separate vocational learners. Students will require access to</p> <ul style="list-style-type: none"> • a workplace or simulated workplace environment (classroom) • five different vocational learners • a qualified assessor to observe their assessment practice or video equipment to record their practical tasks • representatives of a workplace or vocational program to provide advice on validation activities • a qualified trainer and assessor with whom you can participate in assessment validation activities 	

Workplace Learning Field	
Address adult language, literacy and numeracy skills (TAELLN411) Plan, organise and facilitate learning in the workplace (TAEDEL402)	
Total Assessment Hours	16 hours
Assessment tasks include a combination of	<ul style="list-style-type: none"> • short answer questions • research projects • practical demonstrations • project based assessments
<p>The assessment tasks within this field are a combination of projects and practical demonstrations. Students are required to develop and facilitate work-based learning pathways with two individuals and implement appropriate LLN strategies while undertaking delivery and assessment of those individuals. Students will require access to:</p> <ul style="list-style-type: none"> • a workplace or simulated workplace environment (classroom) • at least three individuals 	

Option 2: Recognition of Prior Learning Pathway

Recognition of Prior Learning (RPL) assessment gives students the opportunity to have their existing skills, knowledge and industry relevant experience mapped to a nationally accredited Unit of Competency.

Students may have demonstrated competency through a combination of:

- Work experience
- Life experience
- Community involvement
- Non-accredited training

Students completing the assessment pathway can undertake RPL for a single unit or multiple units of competency, dependent on their skills and experience. The RPL process occurs in four stages:

1. Check your suitability by undertaking a Competency Self-Assessment
2. Commence your Recognition of Prior Learning application by submitting an application form, paying the fees and collating the required evidence.
3. Present your Recognition of Prior Learning evidence. Schedule and attend an RPL appointment.
4. Your assessor will review and assess your evidence and inform you of RPL outcome.

Students wishing to undertake a Recognition of Prior Learning pathway should discuss this during the counselling process, at which point they will undertake a Learning Skills Check to ascertain suitability. RPL fees are payable prior to the RPL application being assessed.

Option 3: Certificate IV in Training and Assessment (TAE40110) Upgrade Pathway

This pathway is suitable for those students who have completed the Certificate in Training and Assessment (TAE40110). Students undertaking an upgrade pathway undergo study and assessment to demonstrate their competency against the requirements of the Certificate IV in Training and Assessment (TAE40116). Three options are available, dependent on the units completed in the Certificate IV in Training and Assessment (TAE40110).

Option 3.1	Option 3.2	Option 3.3
<p>The student has completed the Certificate IV in Training and Assessment (TAE40110) but has NOT completed the following two units as part of their qualification:</p> <ul style="list-style-type: none"> • Design and develop assessment tools (TAEASS502B) • Address adult language, literacy or numeracy skills (TAELLN401A) or Address adult language, literacy or numeracy skills (TAELLN411) <p>Students undertaking this upgrade option will be required to study and complete:</p> <ul style="list-style-type: none"> • Design and develop assessment tools (TAEASS502B) • Address adult language, literacy or numeracy skills (TAELLN411) • An upgrade project to address the units TAEASS401 and TAEAS403 	<p>The student has completed the TAE40110 Certificate IV in Training and Assessment but has completed ONE of the following two units as part of their qualification:</p> <ul style="list-style-type: none"> • Design and develop assessment tools (TAEASS502B) • Address adult language, literacy or numeracy skills (TAELLN401A) or Address adult language, literacy or numeracy skills (TAELLN411) <p>Students undertaking this upgrade option will be required to study and complete:</p> <ul style="list-style-type: none"> • Design and develop assessment tools (TAEASS502) or • Address adult language, literacy or numeracy skills (TAELLN411) • An upgrade project to address the units TAEASS401 and TAEAS403 	<p>The student has completed the TAE40110 Certificate IV in Training and Assessment but has completed BOTH of the following two units as part of their qualification:</p> <ul style="list-style-type: none"> • Design and develop assessment tools (TAEASS502B) • Address adult language, literacy or numeracy skills (TAELLN401A) or Address adult language, literacy or numeracy skills (TAELLN411) <p>Students undertaking this upgrade option will be required to complete:</p> <ul style="list-style-type: none"> • An upgrade project to address the units TAEASS401 and TAEAS403

Further information

Short courses are available to address the above upgrade requirements. You can access details on fees and offerings here: <https://www.tafesa.edu.au/courses/education-languages/workplace-training>

Students must have completed the Certificate IV in Training and Assessment (TAE40110).

Assessments

The qualification is presented in competency-based mode. A student's competency will be assessed at all levels according to the benchmarks of the unit/s of competency. Assessment methods include unsupervised assignments, exercises and/or work-based assignments and demonstrations of practical skills. It will require the demonstration of skills in training delivery and assessment. You will be required to deliver training and conduct assessment in your work place, in a simulated workplace environment or as part of integrated assessment in a workshop where appropriate.

Practice Environment

This qualification is designed to provide a set of skills in training and assessment that is transferable between industry and the Vocational Education Training (VET) sector. As such, students will require access to either a workplace or simulated workplace environment to complete practical assessment tasks.

Refer to Study Information for guidance on practical assessment requirements.

Computer Requirements and Equipment

To use TAFE SA's online learning environment, Learn, you will need the following:

Microsoft Word	Adobe Reader (or another PDF reader)
Adobe Flash Player	A printer (optional)
QuickTime	Video camera, tablet or smart phone to record any required delivery sessions

Pre-Enrolment Information

Please access the TAFE SA website at www.tafesa.edu.au to read information on the following topics:

POLICIES AND RESPONSIBILITIES	SERVICES
WITHDRAWAL AND RUFUNDS	COMPLAINT RESOLUTION
PAYMENT OPTIONS	

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