

Certificate IV in Training & Assessment TAE40110

10 UNITS - 7 Compulsory & 3 electives (POLC is offering)

COMPULSORY UNITS

Core Units

TAEASS401A	Plan assessment activities and processes
TAEASS402A	Assess Competence
TAEASS403A	Participate in assessment validation
TAEDEL401A	Plan, organise and deliver group-based learning
TAEDEL402A	Plan, organise and facilitate learning in the workplace
TAEDES401A	Design and develop learning programs
TAEDES402A	Use training packages & accredited courses to meet client needs

Elective Units

TAEASS301A	Contribute to assessment
TAEDEL301A	Provide work skill instruction
BSBAUD402B	Make a presentation

Park Orchards Learning Centre Delivery:

FACE to FACE: Hrs 100 HOMEWORK & ASSESSMENT: 145 Hrs

A detailed copy of units and their content is available from the Learning Centre or can be accessed on-line at www.ntis.gov.au (Enter course code in search box).

All students will be provided with a student handbook at the commencement of course which outlines details about individual course units, assessments, and other information about your course.



Certificate IV in Training & Assessment TAE40110

Course Information 2011

Registered Training Organisation No: 4008

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E-mail: pochi@parkorchards.org.au

Website: www.parkorchards.org.au

572 Park Road, PARK ORCHARDS VIC 3114

Postal address: P.O. Box 68, PARK ORCHARDS VIC 3114

The Certificate IV in Training and Assessment TAE40110

is a nationally accredited qualification and provides you with the skills and qualification required to work in many aspects of the training industry. It specifies the competencies required to deliver training in an industry area or area of subject matter expertise, and to conduct competency-based assessment in a range of contexts.

Park Orchards Learning Centre will be offering this course in 2011, beginning in Aug and ending in December. Classes will be held once a week on Mondays 9.00 am - 4.00 pm

This course covers 7 compulsory and 3 elective units

**COST: \$1305 (fee for service)
\$500 (funded)**

Cost includes all materials.

Students requiring financial assistance should contact the Centre Manager - Judy Haley or the Education Coordinator - Therese Tankey

RECOGNITION OF CURRENT COMPETENCIES (RCC) & RECOGNITION OF PRIOR LEARNING (RPL)

Course participants who consider they already possess the competencies required through formal training, work or life experience may apply for RCC/RPL.

ASSESSMENT

Assessment will be conducted using a number of different methods, including written assignments, class exercises, observation, role plays, group work, projects, case studies and journals. All assessment will be directly linked to the unit learning outcomes.

CERTIFICATION

To gain the **The Certificate IV in Training and Assessment TAE40110** a student will need to complete all 7 compulsory units and 3 elective units.

STUDENT SUPPORT

The tutors and staff of Park Orchards Learning Centre are highly experienced & qualified. They understand the pressures and needs of adults who return to study. We also have very small class sizes. Course and career information is also available. Please speak to the Education Coordinator.

STUDENT SERVICES AVAILABLE

- Course and Career information.
- Recognition of Prior Learning.
- Complaints Policy & Procedure
- Confidentiality re personal or educational matters.
- Photocopying.
- Fax Service - during office hours.
- Computer access - cost \$5.00 per hour. Bookings are essential - please contact a staff member.
- Internet access - daytime only. Book through office.
- Childcare for day courses at \$6.00 per hour (bookings are essential)