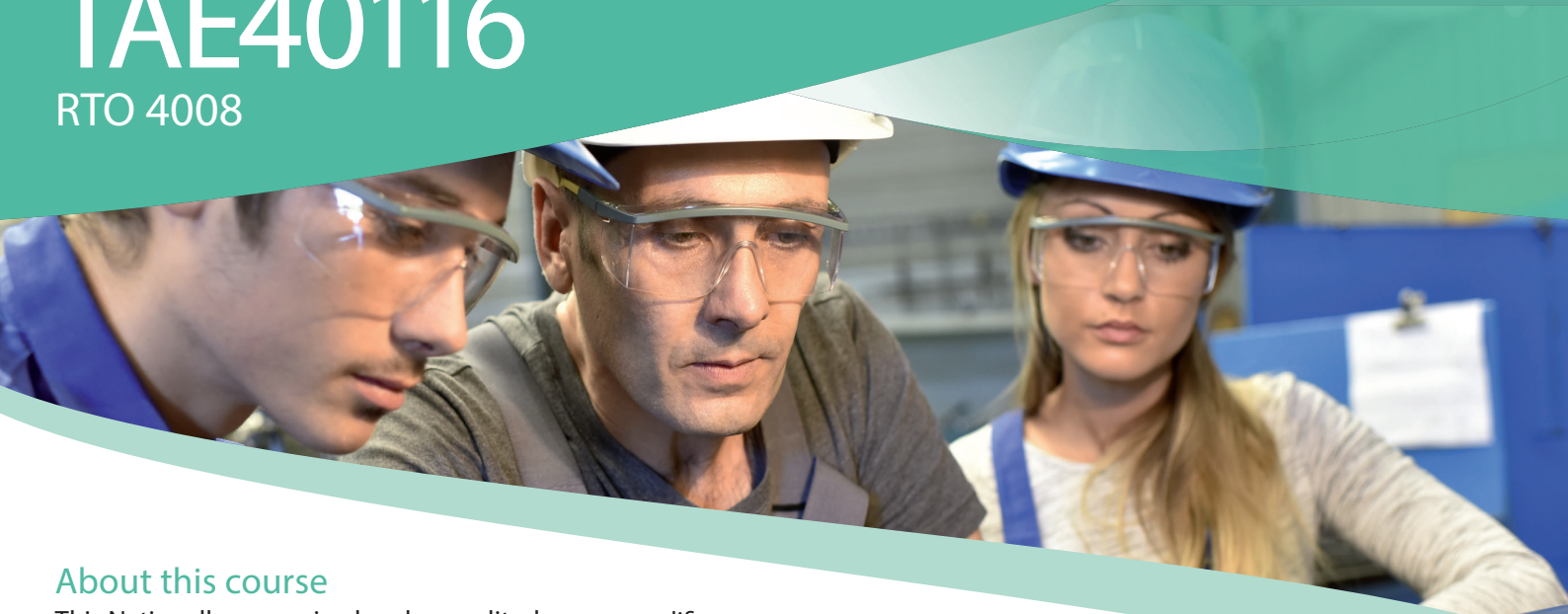


# Certificate IV in Training and Assessment TAE40116

RTO 4008



## About this course

This Nationally recognised and accredited course qualifies you to deliver nationally-accredited vocational training in TAFEs, private and enterprise-based registered training organisations as well as in secondary schools with vocational programs. You will develop skills in the design, delivery and assessment of vocation-based training.

Our programs are led by highly qualified trainers who have valuable experiences in training and industry. Our class sizes are small so our trainers have time to personally interact with you. We offer an encouraging and supportive learning environment to ensure that our students have quality training.

*"I have to say that this has been the best supported learning opportunity I have undertaken ever."*

## Intakes

February  
April  
July  
September

## Timetable

1 day per week  
Monday's or Wednesday's 9:00am - 4:30pm

## Duration

26 weeks (approx.)  
117 hours (approx) face to face learning  
13 hours work placement (optional)  
167 hours (approx) self-paced learning & assessments  
Includes 1 weeks of Victorian School Holidays (no classes)

## Employment Outcomes

- RTO Trainer
- RTO Assessor
- Training Adviser
- Training Needs Analyst
- Vocational Education Teacher

## Location

Park Orchards, Victoria

## Fees

Government-subsidised \*\$870  
Government-subsidised concession \*\$342  
Full fee \$2,757.60  
Full fee concession \$2,520  
\*Contact us for eligibility criteria

## Contact

03 9876 4381  
training@parkorchards.org.au  
www.parkorchards.org.au

**Park Orchards**  
**Community House & Learning Centre**



## 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. Appropriate language, literacy and numeracy skills are required.

Basic computer skills are also required.

## Application Procedure

Prospective students are required to participate in a Pre-Training Review to determine their suitability to participate in the program. Prospective students complete a language, literacy and numeracy assessment to identify whether they meet the entry requirements and to determine if modification of training and assessment strategies is required.

## Units of Competency for TAE40116 Certificate IV in Training and Assessment

|           |   |                     |
|-----------|---|---------------------|
| TAEASS401 | Plan assessment activities and processes                          | Core                |
| TAEASS402 | Assess Competence   | Core                |
| TAEASS403 | Participate in assessment validation                              | Core                |
| TAEDEL401 | Plan, organise and deliver group-based learning                   | Core                |
| TAEDEL402 | Plan, organise and facilitate learning in the workplace           | Core                |
| TAEDES401 | Design and develop learning programs                              | Core                |
| TAEDES402 | Use training packages and accredited courses to meet client needs | Core                |
| TAELLN411 | Address adult language, literacy and numeracy skills.             | Core                |
| TAEASS502 | Design and develop assessment tools                               | Core                |
| BSBCMM401 | Make a presentation   | Elective            |
| HLTAID003 | Provide first aid   | Additional Elective |

## Work Placement

All learners will have the opportunity to undertake optional voluntary work placement.

## Pathways from the Qualification

TAE50116 Diploma of Vocational Education and Training

## Training and Assessment Methods

Assessment will be conducted using different methods, including written assignments, presentations, observations, projects and case studies. All assessments are directly linked to the work performance criteria specified in the units of the qualification.

## Recognition of Existing Skills and Knowledge

Recognition of Prior Learning (RPL) takes into account the knowledge and skills you've already gained through your previous education and work. This may be through formal or informal learning, paid or unpaid work experience. All students will be offered RPL application information at the pre-enrolment interview.

*This course brochure should be read in conjunction with the "Information for Prospective Students" brochure.*

*Our policies, including Refund Policy and Student Complaints and Appeals, are available on our website [www.parkorchards.org.au](http://www.parkorchards.org.au)*

### **"This training is delivered with Victorian and Commonwealth Government funding"**

Government subsidised places are available to any student who is upskilling. Students must not have completed a qualification at the same or a higher level to be eligible. Students under 20 years of age are eligible regardless of previous educational attainment. Concessions are available for students on government pensions or health care cards.

*Fees may be subject to change if there is a change to total scheduled hours or changes in government funding.*

Park Orchards Community House & Learning Centre Inc. A0011092D  
572 Park Road, Park Orchards, Victoria 3114  
Registered Training Organisation No. 4008 ABN :18 790 057 404

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**NATIONALLY RECOGNISED  
TRAINING**