

# COURSE OUTLINE

## ***Certificate IV in Training & Assessment (TAA40104)***



### 1. Aims

Are you an experienced trainer who doesn't want to start again from the basics?  
Do you need an upgrade from a previous training qualification to the new qualification?  
Do you need to train and assess other people either in the workplace, your community organisation or church or for training purposes?  
Do you desire to be more effective in training others?

Unity College offers a unique range of training options for the Certificate IV in Training and Assessment tailored to meet your and your organisation's requirements.

Learn from experienced trainers with exceptional communication skills.

### 2. Course Outcomes

The Certificate IV in Training & Assessment (TAA40104) qualification gives you the core training qualification necessary to train in any Registered Training Organisation across Australia.

### 3. Overview

This course as delivered by Unity College has 14 separate units of competency which covers all of the core units and a selection of elective units. Unity College delivers this course in a variety of modes to take account of the previous experience and/or qualifications of differing students.

This course is delivered in a short course format. International students *cannot* apply for a visa to study this course however they can undertake this course in the context of other relevant studies.

### 4. Timing and Duration

The College offers this course two to three times per year in Canberra. The course is also be offered in other centres around Australia such as Brisbane, Sydney and Melbourne on an as needed basis. For specific times please see our college brochures, visit our web site ([www.unity.edu.au/events.html](http://www.unity.edu.au/events.html)) or Email [national@unity.edu.au](mailto:national@unity.edu.au) us within an expression of interest.

The Certificate IV Training and Assessment course can also be run on an ad hoc basis for specific groups wanting to receive this training. Please call 02 61616101 for further information.

### 5. 2010 Costs

Full Course:	\$2400
Full Course (non-profit & concession card holder):	\$1900
<i>Fast-track</i> Full Course general rate:	\$1200
<i>Fast-track</i> Full Course (non-profit & concession card holder):	\$950
<i>Fast-track</i> Upgrade Course:	\$600

*Partial course rates and group rates are available on application.*

## 6. Entry Requirements

Prerequisites apply to studying at the fast-paced/intensive level as follows:

### Full Course

This course will not presume prior training knowledge; it is for anyone who wishes to gain a training qualification.

### Fast-track Full Course

Designed for experienced trainers, people with supervisory and leadership roles in their organisation and teachers. This package would suit those with a partial or full Certificate IV in Assessment and Workplace Training or needing to freshen up their skills and knowledge together with learning the new competencies in this latest qualification. Applicants will be required to provide supporting evidence of current skills and experience.

### Fast-track Upgrade Course

Designed for experienced trainers who are actively delivering accredited adult training and have the Certificate IV in Assessment and Workplace Training qualification. Applicants will be required to provide supporting evidence of current skills and experience.

## 7. Course Delivery

Unity College offers a choice of delivery modes to suit most adult learners.

The **Full Course** can be undertaken in 15 weeks (covering one full semester on a part-time basis of 2 x 3 hour sessions per week and including a mid-semester break). Other timing options may also be offered.

The **Fast-track full Course** can be undertaken in via a group of short-term intensives covering a nominal face to face component of 36 hours for participants with particular eligibility criteria as above. This course is typically delivered across five days or three Friday afternoon/Saturday daytime sessions.

The **Fast-track Upgrade Course** is undertaken via a one day intensive which will be primarily focused on assessment as well as covering particular knowledge gaps. This course primarily relies on Recognition of Prior Learning.

## 8. Course Outline

The course content, as delivered by Unity College, addresses both core (C) units for this qualification *plus a selection* of elective units (E) totalling fourteen nationally specified competencies as follows:

- **TAAENV401B - Work effectively in vocational education and training (C)**  
This unit specifies the competency required to work effectively in the policy and operating environment of the vocational education and training sector.  
This competency addresses work outcomes that are essential for competent performance in a training and assessment environment as well as underpinning the competence defined in many other units within the Training and Assessment Training Package.

- **TAAENV402B - Foster and promote an inclusive learning culture (C)**

This competency addresses the responsibilities of all persons in a training and/or assessment organisation to promote a positive and inclusive learning culture which actively acknowledges respects and builds on individual differences, and integrates principles which underpin inclusivity into all training and/or assessment practices.

In this unit the principles of inclusivity are applied to working with both colleagues clients.
- **TAAENV403B - Ensure a health and safe learning environment (C)**

This competency provides a focus for occupational health and safety (OHS) in the vocational education and training sector. It covers the legislative and common law duty of care responsibilities of trainers/facilitators, assessors and other parties in the provision of training and/or assessment services.

This is a critical responsibility involving knowledge and skills to assess the learning environment for hazards and risks and to apply risk control strategies to ensure the safety, health and welfare of learners
- **TAAENV404B - Develop innovative ideas at work (E)**

This competency specifies the competency required to develop innovative ideas in the workplace.

This unit addresses the skills needed to interpret or observe a need and to develop a detailed idea. It covers the skills and knowledge required to develop new ideas or new uses for old ideas.

In the vocational education and training context, developing new ideas and innovation is an essential process to improve the quality and provision of training and/or assessment services.
- **TAADES401B - Use Training packages to meet client needs (C)**

This unit addresses the processes required to maintain a high level of professional performance in the vocational education and training field. It includes modelling high standards of performance in accordance with professional standards and procedures, and the processes and outcomes involved in determining professional development needs and participating in associated activities.

This competency is designed to assist vocational education and training personnel to identify strategies for maintaining currency and to respond to changes in vocational education and training policy and the operating environment
- **TAADES402B - Design and develop learning programs (C)**

Learning programs document a cohesive and integrated learning process for the learner. They include the learning outcomes or the learning objectives (derived from the competency standards or other criteria) and outline the content, sequence and structure of learning and the delivery and assessment method/s to be used.

This unit addresses the skills and knowledge needed to identify the parameters of a learning program, determine the design, outline the content and review its effectiveness
- **TAADEL401B - Plan and organise group based delivery (C)**

This competency involves developing a delivery plan that is used by the trainer/facilitator to guide and manage delivery to a group. It encompasses interpreting the learning environment and delivery requirements for the identified group of learners, developing session plans, and preparing and organising the resources required.

- **TAADEL402B - Facilitate group based delivery (E)**  
 The competency of delivering training and facilitating learning to a group involves preparing, guiding supporting and managing learners using a range of delivery methods, knowledge, skills and behaviours that enhance learning. This unit also defines the skills needed to support and manage interactions with and between individuals in a group.
- **TAADEL403B - Facilitate individual learning (C)**  
 This unit specifies the competency required to facilitate individual learning through a one-on-one relationship between a learner and facilitator. Individual learning/facilitation relationships may be used to help an individual or individuals meet personal or job goals, learn new skills/knowledge or develop new learning / work behaviours. The role of the trainer/facilitator using these techniques is to advise, guide, support and respond to the needs of the individual learner.
- **TAADEL404B - Facilitate work-based learning (C)**  
 This unit specifies the competency required to use Training Packages and accredited courses as a tool to support industry, organisation or individual competency development needs. To complete this unit, you need to identify a training and assessment environment where you can access information and apply the skills that you are developing.
- **TAAASS401C - Plan and organise assessment (C)**  
 This unit specifies the competence required to plan and organise the assessment process in a competency-based assessment system. It addresses the competence of planning the assessment process and making the organisational arrangements which enable assessment to occur. It is applicable in both a learning and assessment pathway and an assessment only pathway.  
 The critical focus of this unit is on developing an assessment plan that will be used to guide assessor/s in conducting competency-based assessments. The unit also covers contextualisation of the assessment benchmarks and assessment tools to address the environment in which assessment will take place and organising the human, material and physical resources needed to conduct the assessment.
- **TAAASS402C - Assess competence (C)**  
 This unit specifies the aptitude required to assess the competence of a candidate in accordance with a developed assessment plan. It includes assessment carried out in an assessment and learning pathway as well as assessment conducted in an assessment only pathway.  
 The focus of this unit is on interpreting the collected evidence and making a judgement of competence against the specified competency standards by applying the principles of assessment and rules of evidence.
- **TAAASS403B - Develop assessment tools (C)**  
 This unit specifies the competence required to develop assessment tools. An assessment tool is used to guide the collection of quality evidence in the assessment process. It includes the instruments for collecting evidence, based on the selected assessment methods and the procedures to be followed in conducting the assessment.  
 The development of effective and relevant assessment tools requires interpreting the benchmarks for assessment to determine the evidence needed to demonstrate competency. It also involves analysing the assessment context to ensure the tools will be appropriate and relevant, identifying or confirming assessment methods which most effectively address the evidence requirements, then designing and developing the assessment tool documentation.
- **TAAASS404B - Participate in assessment validation (C)**

Validation is a process involving assessors working in collaboration to review, compare and evaluate their assessment process and their assessment outcomes in relation to the same unit/s of competency. This includes validating assessment methods/tools, the evidence that was collected using these assessment methods/tools and the interpretation of that evidence to make a judgement of competence.

This unit specifies the competence required to participate in an assessment validation process.

- **TAATAS401B - Maintain information requirements of training and/or assessment organizations (E)**

This unit focuses on information to clients, record keeping and reporting in the context of a dedicated work function relating to this competence or as part of work carried out by trainers/assessors.

This unit addresses the timely dissemination of accurate information to learner/s and the recording and reporting of training and/or assessment services data.

Assessment is conducted at the intensives as well as through relevant written work and the process of delivering and assessing actual training sessions.

### 9. Nationally Recognised Competencies

Australia has a system of national standardisation of training for many industry areas including this qualification. This system is implemented through the use of training packages (groups of courses) and individual units of competency.

All competencies studied in this course are nationally recognised competencies from the Training and Assessment Training Package.



### 10. Assessment Overview

A range of assessment tools are used which could include:

- examples of prior learning
- in class participation
- role plays
- written assignments
- exercises
- presentations
- tests

Competency-based assessment criteria apply to grading. The final Academic transcript will show the following results for each subject.

- C Competent
- NYC Not Yet Competent

### 11. Pathways

Students completing this qualification are able to study towards the Diploma in Training and Assessment Systems (TAA50104).

## **12. RPL & Recognition of Past Studies**

Students are offered to apply for Recognition of Prior Learning (RPL) on the strength of formal or informal learning and experience for all Unity College Australia courses.

Relevant qualifications or units of competency studied at other Registered Training Organisations will be automatically recognised at no cost to the student.

## **13. Cancellations and Refund Policy**

Cancellations received in writing 10 days or more before the commencement of each session are eligible for a refund but a one off administration fee of \$100 will be retained. A transfer to future training dates without sufficient notice is effectively a cancellation from the existing enrolment date as Unity College will incur real losses. No refunds can be given if less than 10 days' notice of cancellation is received. This is because significant expense has already been outlaid. Trainers and venues have been booked, customised learning materials have been prepared and clients have received pre-course information. A suitable substitute participant is acceptable given sufficient notice. If you are unable to attend all or part of a course and have already paid, you are entitled to enrol in the next course for a 25% discount. Unity College reserves the right to alter programs without notice. If Unity College cancels the course (which it may do at its discretion) transfer to another course is encouraged or a full refund provided.

## **14. Other Courses**

Unity College Australia offers a wide range of other courses covering areas such as English as a Second Language, Hairdressing, Christian Ministry, Information Technology, Music, Creative Ministries, Retail and others. For the most up to date information please visit our web site [www.unity.edu.au](http://www.unity.edu.au)