

# COURSE OUTLINE

## *Certificate IV in Training & Assessment (TAE40110)*

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### 1. Aims

Unity College offers a unique range of training options for the Certificate IV in Training and Assessment tailored to meet both individual and organisational requirements.

These training options aim to meet the needs of:

- experienced trainers who require a formal qualification
- people needing to upgrade from a previous training qualification to the current qualification
- people who need to train and assess others either in the workplace, a community organisation or church or for training purposes
- people who desire to be more effective in training others

Learn from experienced trainers with exceptional communication skills.

### 2. Course Outcomes

The TAE40110 Certificate IV in Training & Assessment qualification gives the core training qualification necessary to train in any Registered Training Organisation across Australia. By the end of June 2012 all trainers\* will be required to have this qualification or demonstrate equivalent competence (effectively an RPL process).

\* It is still possible to train under direct supervision without this qualification although recent government advice suggests that there will be a limitation on the duration of such arrangements.

### 3. Overview

This course, as delivered by Unity College, has 10 separate units of competency which cover all of the core units and a selection of elective units from the Certificate IV Training and Assessment course. Unity College delivers this course in a variety of modes to take account of the differing previous experience and/or qualifications of applicants.

This course is generally delivered in a variety of short course formats. 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 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) with 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. 2011 Costs

Costs are determined by mode of delivery as described in Section 6 and reliant on an applicant's eligibility as outlined in Section 7.

Initial Application fee*	\$150
Full Course	\$2950
<i>Fast-track</i> Full Course	\$1475
<i>Fast-track</i> Upgrade Course	\$750
<i>Cross-grade #1</i>	\$200
<i>Cross-grade #2</i>	\$750

\* This is a non-refundable deposit due with the application that will be offset against the relevant course fee.

## 6. 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 three Friday afternoon/Saturday daytime sessions or five week days or 8-10 evenings spread over 5-6 weeks, or other options as negotiated or scheduled.

The **Fast-track Upgrade Course** is for current trainers wanting to upgrade from the Certificate IV in Assessment and Workplace Training qualification (BSZ40198). This upgrade is undertaken via a one day intensive which will be primarily focused on assessment and covering particular knowledge gaps. This course involves partial Recognition of Prior Learning.

The **Cross-grade #1** is a half-day workshop/seminar for trainers wishing to upgrade from the previous TAA40104 Certificate IV in Training and Assessment. It covers how to design, develop and trial assessment instruments as required in the current TAE40110 Certificate IV in Training and Assessment and includes information on the latest changes affecting training delivery within the VET sector.

The **Cross-grade #2** from the TAA40104 to the TAE40110 is required for trainers who did not previously complete the elective unit TAADEL402 - Plan & organise group based learning. This cross-grade is a two day intensive which focuses on covering gaps to achieve the updated competencies released in the Training and Education package and includes information on the latest changes affecting delivering training with-in the VET sector.

## 7. Entry Requirements

Apart from those undertaking the Full Course option, all applicants should be able to provide supporting evidence of current skills and experience, including a CV and referee. Prerequisites apply to studying at the fast-paced/intensive levels 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**

Offered for applicants undertaking the full TAE40110 qualification and who are currently active as leaders, supervisors, trainers, or teachers. This would also suit individuals who have previously completed the BSZ40198 Certificate IV in Assessment and Workplace Training qualification who need to freshen up their skills and knowledge.

#### **Prerequisites:**

- Authenticated experience as a trainer in adult education, workplace training or VET environments and/or BSZ40198 qualification.

### **Fast-track Upgrade Course**

Designed for experienced trainers who are actively delivering accredited adult training and have the following

#### **Prerequisites:**

- Certificate IV Assessment and Workplace Training BSZ40198, or
- Diploma of Assessment and Workplace Systems BSZ50198
- Recent accredited adult training experience

### **Cross-grade #1**

This workshop/seminar has been specifically designed for applicants are currently practicing instructors, trainers or assessors with a Registered Training Organisation (RTO) to convert their qualification to the TAE40110 Certificate.

#### **Prerequisites:**

- TAA10104 Certificate IV Training and Assessment qualification **that INCLUDES the TAADEL402 Facilitate group-based learning unit** (which was an elective in the TAA40104 course)

### **Cross-grade #2**

For applicants who are currently practicing instructors, trainers or assessors with a Registered Training Organisation (RTO) to convert their qualification to the TAE40110.

#### **Prerequisites:**

- TAA10104 Certificate IV Training and Assessment qualification **that does NOT include the TAADEL402 Facilitate group-based learning unit** (which was an elective in the TAA40104 course)

## **8. Course Outline**

The course, as delivered by Unity College, addresses both 7 core (C) units for this qualification *plus a selection* of 3 elective units (E) totalling ten nationally specified competencies as follows:

- **TAEASS301A - Contribute to assessment (E)**  
This unit describes the performance outcomes, skills and knowledge required to contribute to the assessment process.
- **TAEASS401A - Plan assessment activities and processes (C)**  
This unit describes the performance outcomes, skills and knowledge required to plan and organise the assessment process, including recognition of prior learning

(RPL), in a competency-based assessment system. It also includes the development of simple assessment instruments.

- **TAEASS402A - Assess competence (C)**  
This unit describes the performance outcomes, skills and knowledge required to assess the competence of a candidate.
- **TAEASS403A - Participate in assessment validation (C)**  
This unit describes the performance outcomes, skills and knowledge required to participate in an assessment validation process.
- **TAEASS502A - Design and develop assessment tools (E)**  
This unit describes the performance outcomes, skills and knowledge required to design and develop assessment tools, including tools used in formative, summative and recognition of prior learning (RPL) assessment.  
An assessment tool is used to guide the collection of quality evidence in the assessment process. It includes the specific instruments for collecting evidence, as well as information about assessment methods and the procedures to be followed in conducting the assessment.
- **TAEDES401A - Design and develop learning programs (C)**  
This unit describes the performance outcomes, skills and knowledge required to conceptualise, design, develop and review learning programs to meet an identified need for a group of learners. The 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.
- **TAEDES402A - Use training packages and accredited courses to meet client needs (C)**  
This unit describes the performance outcomes, skills and knowledge required to use training packages and accredited courses as tools to support industry, organisation and individual competency development needs.
- **TAEDEL301A Provide work skill instruction**  
This unit describes the performance outcomes, skills and knowledge required to conduct individual and group instruction and demonstrate work skills, using existing learning resources in a safe and comfortable learning environment. The unit covers the skills and knowledge required to determine the success of both the training provided and one's own personal training performance. It emphasises the training as being driven by the work process and context.
- **TAEDEL401A - Plan, organise and deliver group-based learning (C)**  
This unit describes the performance outcomes, skills and knowledge required to plan, organise and deliver training for individuals within a group.  
This unit typically applies to a person working as an entry-level trainer, teacher or facilitator in or with a training and assessment organisation. The person will be working from a learning program developed by someone else, and structuring the learning around that program.
- **TAEDEL402A - Plan, organise and facilitate learning in the workplace (C)**  
This unit describes the performance outcomes, skills and knowledge required to plan, organise and facilitate learning for individuals in a workplace.

This unit typically applies to a person working as an entry level trainer, teacher or facilitator, team leader or workplace supervisor, or any employee responsible for guiding learning through work.

- **TAELLN401A - Address adult language, literacy and numeracy skills**  
This unit describes the performance outcomes, skills and knowledge required to recognise the core language, literacy and numeracy (LLN) demands of training and assessment, and to tailor training and assessment to suit individual skill levels, including accessing relevant support resources.
- **TAETAS401A - Maintain training and assessment information**  
This unit describes the performance outcomes, skills and knowledge required to maintain the training and assessment information requirements of the organisation and other relevant bodies, including the timely dissemination of accurate information to learners on training and assessment services and the recording and reporting of training and assessment service data.
- **BSBCMM401A - Make a presentation (E)**  
This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.
- **BSBLED401A - Develop teams and individuals (E)**  
This unit describes the performance outcomes, skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.

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 Education 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. Final assessment for each subject/unit studied will be shown as:

C	Competent
NYC	Not Yet Competent

Final Academic Transcripts will show results only for subjects/units assessed as Competent.

## 11. Pathways

After achieving TAE40110 Certificate IV in Training and Assessment, candidates may undertake TAA50104 Diploma of Training and Assessment or may choose to undertake TAE70110 Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice.

## 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 the initial application fee will be retained. No refunds can be given if less than 10 days notice of cancellation is received. A transfer to future training dates from the existing enrolment date *without sufficient notice* is effectively a cancellation. A suitable substitute participant is acceptable given sufficient notice. If unable to attend all or part of a course having already paid, applicants 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 Business and Frontline Management, English as a Second Language, Christian Ministry, Celebrancy, Pastoral Care, Information Technology, Music, Creative Ministries, Retail, Hairdressing and others. For the most up to date information please visit our web site [www.unity.edu.au](http://www.unity.edu.au)