



# trainwest

training your future

## TAE40116 Certificate IV in Training and Assessment

Enquiry package



NATIONALLY RECOGNISED  
TRAINING

Thank you for considering Trainwest. At the heart of Trainwest success is the quality of training that is provided. The Trainwest team are highly skilled in their relevant areas and provide an engaging and enjoyable environment to promote a positive learning experience.

The core business of Trainwest is the Certificate IV in Training and Assessment. We have been delivering versions of this qualification since 2007. During this time Trainwest has worked with students and clients from a range of organisations and industries. This experience places Trainwest in the unique position to understand the value that expert trainers can add to their workplace and industry. Trainwest's aim is to support and mentor the development of those skilling Australia's workforce.

Our Trainwest mission statement is:

**To engage, motivate and inspire our learners,  
providing a high quality training and assessment  
service to individuals and across industry.**

## TAE40116 Certificate IV in Training and Assessment

**OVERVIEW:** This qualification 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 (RTOs) 2015.



**RECOMMENDED FOR:** Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- » Enterprise trainer and/or assessor
- » Registered Training Organisation (RTO) trainer and/or assessor
- » Training adviser or training needs analyst
- » Vocational Education teacher.



**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.

Trainwest will assist you to identify your eligibility for enrolment into this course. The following documents must be read, completed and provided to accompany your enrolment:

- » Enrolment Form
- » Pre-existing skills and knowledge checklist (including informational videos)
- » Frequently Asked Questions
- » Trainwest Student Information Handbook
- » Copies of qualifications and transcripts you have previously attained



**DELIVERY STRUCTURE:** Face to face training for the TAE40116 Certificate IV in Training and Assessment is delivered over thirteen days. The training is delivered in two clusters:

1. Training
2. Assessing

Each Cluster is required to be completed in order however attendance can be split over numerous courses. Trainwest recommends that you undertake the face to face component of the program over 6-12 months.

### Cluster One – Training

UNIT CODE	DESCRIPTION	DURATION
BSBCMM411	Make presentations	5 days
TAEDEL401	Plan, organise and deliver group-based learning	
TAEDEL402	Use training packages and accredited courses to meet client needs	
TAEELN411	Address adult language, literacy and numeracy skills	
TAEDES401	Design and develop learning programs	
TAEDES402	Plan, organise and facilitate learning in the workplace	

### Cluster Two – Assessing

UNIT CODE	DESCRIPTION	DURATION
TAEASS401	Plan assessment activities and processes	8 days
TAEASS402	Assess competence	
TAEASS403	Participate in validation	
TAEASS502	Design and develop assessment tools	

## Cluster One - Group Delivery

Students will gain the skills and knowledge to:

- » Understand how adults learn, identifying learner characteristics, working with inclusivity and diversity
- » Exploring group dynamics in the learning environment
- » Plan, organise and deliver training for individuals within a group
- » Prepare, deliver and review a presentation to a target audience
- » Plan, organise and facilitate learning for individuals in a workplace, using real work activities as the basis for learning
- » Identify language, literacy and numeracy (LLN) skill requirements of training and the work environment, and to use resources and strategies that meet the needs of the learner group
- » Conceptualise, design, develop and review learning programs to meet an identified need for a group of learners
- » Identify the parameters of a learning program, determine its design, outline the content, and review its effectiveness
- » Use training packages and accredited courses as tools to support industry, organisation, and individual competency development needs

## Cluster Two - Assessing Process

Students will gain the skills and knowledge to:

- » Plan the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system
- » Planning activities and processes, individuals are required to identify the components of assessment tools, analyse and interpret assessment tools, and develop assessment instruments (also known as assessment tasks)
- » Design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment
- » Gather quality evidence to assess the competence of a candidate using compliant assessment tools
- » Participate in an assessment validation process

**In-house training** This qualification can be customised to suit your organisation and delivered in a flexible format to suit your workplace requirements. Contact Trainwest for more information.

**Video conferencing** Students may have the option of attending the face to face course or part of via video conferencing technology in the form of Microsoft Teams. Students require a computer with access to the internet. For more information on this option and availability, please speak with the Trainwest Student Support team.



### **ASSESSMENT REQUIREMENTS**

The TAE40116 Certificate IV in Training and Assessment is competency based. You will have assessments to complete externally to the classroom which will provide evidence that you have understood the training and applied it to the workplace.

This requirement means that it is not possible to complete all of the assessment requirements during the face to face training.

### **ASSESSMENT METHODS**

Students are required to complete assessment tasks for each module which typically include:

- » Answers to knowledge-based questions and questions demonstrating student's application of the required knowledge
- » Video and audio evidence of practical demonstrations
- » Completion of workplace projects
- » Third party reports from Qualified Assessors in your workplace

### **ASSESSMENT TIMEFRAMES**

Students have up to 12 months to submit their assessments. Please be aware this is a maximum time frame and is greatly dependant on your current job role and pre-existing skills and abilities. You can submit your assessments at any time after attending the face to face component. The actual time for completion varies between students.

### **REQUIRED RESOURCES**

- » Trainwest will provide a full set of learning and assessment materials to learners for all units of competency. Trainers will utilise detailed lesson plans and customised Power Point presentations.
- » Please bring a laptop that enables you to access the internet via Wi-Fi is essential. Please note that Microsoft Office Suite is required to be installed. Your laptop will also require a USB port.
- » Please bring a notebook, pen, highlighter and a folder to place your evidence in

We strongly recommend that you familiarise yourself with the YouTube videos provided in the Pre-existing Skills and Knowledge Checklist document prior to attending the course.

Assessment is to be completed after the face to face training. The volume of learning of a Certificate IV qualification is typically six months to two years.



### **SUPPORT PROVIDED**

Trainwest provides ongoing support to students throughout the duration of the program via email and telephone. We also offer post course support workshops at no additional charge which will provide students with the opportunity to have time away from the workplace to work on assessments with support from the Trainwest Trainer and Assessor.

Each student has access to 30 minutes one on one coaching free of charge. Additional one on one coaching is available at an hourly rate for those who need it.

### **RECOGNITION OF PRIOR LEARNING**

Recognition of Prior Learning (RPL) is available for this qualification.

RPL is an assessment based pathway and is suitable for those who already have the skills and knowledge in one or more of the areas which make up the TAE40116 Certificate IV in Training and Assessment and do not wish to undergo further training.

For those considering RPL please speak with the Trainwest Student Support team. The Student Support Team will make an initial assessment of suitability and discuss the RPL process before sending an application kit.



### **NATIONAL RECOGNITION**

Trainwest recognises qualifications and statements of attainment issued by other Registered Training Organisations and under the Australian Qualifications Framework. If you have previously completed any nationally accredited training, please include your certificates and transcripts with your enrolment application for credit review.

**CERTIFICATION:** Upon successful completion participants will receive the TAE40116 Certificate IV in Training and Assessment. Upon completion of individual units of competency, participants will receive a Statement of Attainment which is a progression towards the TAE40116 Certificate IV in Training and Assessment. This is a nationally recognised qualification.



## INVESTMENT:

### New Trainwest Students

Cluster	Module Name	Duration	Cost
One	Group Delivery Cluster	5 days	\$ 1250
Two	Assessing Cluster	8 days	\$ 2000
	<b>TOTAL</b>	<b>13 days</b>	<b>\$ 3250</b>
<b>Price Increase Effective 1<sup>st</sup> July 2022</b>			
One	Group Delivery Cluster	5 days	\$1700
Two	Assessing Cluster	8 days	\$1800
	<b>TOTAL</b>	<b>13 days</b>	<b>\$3500</b>

### Returning Trainwest Students

Cluster	Module Name	Duration	Cost
All Clusters	TAE40116 Certificate IV in Training and Assessment	13 days	\$ 2995
<b>Price Increase Effective 1<sup>st</sup> July 2022</b>			
All Clusters	TAE40116 Certificate IV in Training and Assessment	13 days	\$3350

### Returning Trainwest Students

Delivery Method	Cost
Recognition of Prior Learning	\$ 3000.00
Recognition of Prior Learning – per unit	\$300
Personal coaching	\$150 per hour

## PAYMENT PLAN

All clients have access to Trainwest's interest free payment plan, terms and conditions apply. The standard payment amounts are:

- » \$ 500.00 Payable prior to course commencement
- » \$ 250.00 Payable on a fortnightly basis

Payments are accepted via direct debit or credit card

Please refer to the Student Information Handbook for more information on Trainwest policies and procedures including fees, charges and refund policy.



## TAE40116 Certificate IV in Training and Assessment Course Calendar

### 2022 Belmont Course Dates



Cluster One	Cluster Two	
Days 1 to 5	Days 6 to 12	Day 13
Monday 30 <sup>th</sup> May to Friday 3 <sup>rd</sup> June	Tuesday 7 <sup>th</sup> to Wednesday 15 <sup>th</sup> June WA Day Monday 6 <sup>th</sup> June	Thursday 16 <sup>th</sup> June
Monday 20 <sup>th</sup> to Friday 24 <sup>th</sup> June	Monday 27 <sup>th</sup> June to Tuesday 5 <sup>th</sup> July	Wednesday 6 <sup>th</sup> July
Monday 4 <sup>th</sup> to Friday 8 <sup>th</sup> July	Monday 11 <sup>th</sup> to Tuesday 19 <sup>th</sup> July	Wednesday 20 <sup>th</sup> July
Monday 11 <sup>th</sup> to Friday 15 <sup>th</sup> July	Monday 18 <sup>th</sup> to Tuesday 26 <sup>th</sup> July	Wednesday 27 <sup>th</sup> July
Monday 1 <sup>st</sup> to Friday 5 <sup>th</sup> August	Monday 8 <sup>th</sup> to Tuesday 16 <sup>th</sup> August	Wednesday 17 <sup>th</sup> August
Monday 22 <sup>nd</sup> to Friday 26 <sup>th</sup> August	Monday 29 <sup>th</sup> August to Tuesday 6 <sup>th</sup> September	Wednesday 7 <sup>th</sup> September
Monday 12 <sup>th</sup> to Friday 17 <sup>th</sup> September	Monday 19 <sup>th</sup> to Wednesday 28 <sup>th</sup> September	Thursday 29 <sup>th</sup> September
Monday 3 <sup>rd</sup> to Friday 7 <sup>th</sup> October	Monday 10 <sup>th</sup> to Tuesday 18 <sup>th</sup> October	Wednesday 19 <sup>th</sup> October
Monday 24 <sup>th</sup> to Friday 28 <sup>th</sup> October	Monday 31 <sup>st</sup> October to Tuesday 8 <sup>th</sup> November	Wednesday 9 <sup>th</sup> November
Monday 14 <sup>th</sup> to Friday 18 <sup>th</sup> November	Monday 21 <sup>st</sup> to Tuesday 29 <sup>th</sup> November	Wednesday 30 <sup>th</sup> November
Monday 5 <sup>th</sup> to Friday 9 <sup>th</sup> December	Monday 12 <sup>th</sup> to Tuesday 20 <sup>th</sup> December	Wednesday 21 <sup>st</sup> December

Course dates are subject to change

**LOCATION:** All training is delivered at Trainwest Training Centre [154 Epsom Avenue Belmont WA 6104](#)