



# trainwest

training your future

## **TAELLN411 Address adult language literacy and numeracy skills**

### 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.**

## TAELLN411 Address adult language literacy and numeracy skills

**OVERVIEW:** The TAELLN411 Address adult language, literacy and numeracy skills course is a nationally accredited program and will provide you or your trainers and assessors with underpinning knowledge and a range of workplace activities to develop and strengthen your skills in language, literacy and numeracy.

As a trainer, your role is to help the adults you are working with to develop and demonstrate their vocational skills and knowledge. This course provides the skills that are an integral part of vocational competence. You also need to help learners to adapt and use their language, literacy and numeracy skills in the program to meet the demands of their vocational training and the workplace.

**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.



**LICENSING/REGULATORY REQUIREMENTS:** From the 1st of July 2019 trainers must hold the TAE40116 Certificate IV in Training and Assessment, or the TAE40110 Certificate IV in Training and Assessment and:

Either one of the following:

- TAELLN411 Address adult language, literacy and numeracy skills
- TAELLN401A Address adult language, literacy and numeracy skills

Plus one of the following:

- TAEASS502 Design and develop assessment tools
- TAEASS502A Design and develop assessment tools
- TAEASS502B Design and develop assessment tools.

Or a diploma or higher-level qualification in adult education



UNIT CODE	DESCRIPTION	DURATION
TAELLN411	Address adult language, literacy and numeracy skills	1 day

### DELIVERY STRUCTURE:

**Face to face** training for the TAELLN411 Address adult language, literacy and numeracy skills will be delivered over one day of face to face training.

**In-House training** This course 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 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, please speak with the Trainwest Student Support team.



### ASSESSMENT REQUIREMENTS

The TAELLN411 Address adult language, literacy and numeracy skills unit 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
- » Completion of workplace projects

### ASSESSMENT TIMEFRAMES

The issuance deadline for the TAE40116 is the 7th of December 2024, therefore, the enrolment duration will be less than the standard 12-month enrolment period due to this reason. We encourage submissions to be made well before the issuance deadline so there is room for any resubmission requirements. You can submit your assessments at any time after attending the face to face component.

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### 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.
- » 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.



### 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 unit of competency. 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 TAELN411 Address adult language, literacy and numeracy skills unit 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 a Statement of Attainment for the TAELN411 Address adult language, literacy and numeracy skills unit.





## INVESTMENT:

COST	DELIVERY METHOD	DURATION
\$ 350.00	Face to face	1 day
\$ 300.00	Recognition of prior learning	
\$ 300.00	Personal coaching (if required)	2 hours

**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

## TAELLN411 Address adult language, literacy and numeracy skills Course Calendar



### 2024 Course Dates



Course dates	Location
Thursday 28 <sup>th</sup> March	Belmont
Monday 29 <sup>th</sup> April	Belmont

Course dates are subject to change