



**trainwest**  
training your future

## **TAE40116 Certificate IV in Training and Assessment\* Upgrade Course**

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.**

**OVERVIEW:** The TAE40116 Certificate IV in Training and Assessment Upgrade course covers the gaps between the TAE40110 Certificate IV in Training and Assessment non equivalent units being the TAEASS401 Plan assessment activities and processes and TAEASS403 Participate in assessment validation. The workshops also include the unit TAEASS502 Design and develop assessment tools.



**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.

#### **Mandatory Entry Requirements**

- » TAE40110 Certificate IV in Training and Assessment Qualification and Statement of Attainment
- » TAELLN411 Address adult language, literacy and numeracy skills, or its predecessor

Copies of these qualifications, Statement of Attainment and transcript must be required with enrolment. Trainwest will seek verification from the issuing RTO as part of our compliance process.

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
- » Checklist for Upgrade Course
- » Trainwest Student Information Handbook
- » Copies of qualifications and transcripts you have previously attained

#### **TRANSITION:**

This qualification has been superseded by TAE40122 Certificate IV in Training and Assessment. Students have 12 months to complete their qualification with issuance no later than 7 December 2024.

Please note that in accordance with the Standards for Registered Training Organisations (2015), the TAE40116 Certificate IV in Training and Assessment meets the requirements to deliver and assess nationally accredited training.

## PATHWAY INFORMATION:

If you do not hold the TAE40116 Address adult language, literacy and numeracy skills, or its predecessor this can be completed with Trainwest prior to attending the upgrade. Please refer to the TAE40116 Address adult language, literacy and numeracy skills Flyer.

If you hold the TAEASS502 Design and develop assessment tools unit, or its predecessor there are two gap units to be completed to attain the new qualification. Please refer to the TAE40116 Certificate IV in Training and Assessment Upgrade (Gap) Course Flyer.

## DELIVERY STRUCTURE:



**Face to face** training for the TAE40116 Certificate IV in Training and Assessment upgrade program will be delivered over three days of face to face training.

UNIT CODE	DESCRIPTION	DURATION
TAEASS401	Plan assessment activities and processes	3 days
TAEASS403	Participate in validation	
TAEASS502	Design and develop assessment tools	

**Please note:** From March 2024, this course will be delivered over four days of face to face training to provide greater opportunity to complete the assessment projects and knowledge questions in course.

From March 2024		
UNIT CODE	DESCRIPTION	DURATION
TAEASS401	Plan assessment activities and processes	4 days
TAEASS403	Participate in validation	
TAEASS502	Design and develop assessment tools	

**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 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 TAE40116 Certificate IV in Training and Assessment Upgrade course 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
- » Audio evidence of practical demonstrations
- » 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.

## 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 2 x 30 minute 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:

COST	DELIVERY METHOD	DURATION
\$ 850.00	Face to Face training 3 days – New Students	3 days
\$ 650.00	Face to Face training 3 days – Return Trainwest Students	
\$ 1000.00	Face to Face training 4 days – New Students	4 days
\$ 850.00	Face to Face training 4 days – Return Trainwest Students	
\$ 650.00	Recognition of prior learning	
\$ 300.00	Personal coaching	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

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

## TAE40116 Upgrade Certificate IV in Training and Assessment Course Calendar



2024 Course Dates	
 Course dates	 Location
Monday 26 <sup>th</sup> to Wednesday 28 <sup>th</sup> February	Belmont

4 Day Course from 25 <sup>th</sup> March 2024	
Monday 25 <sup>th</sup> to Thursday 28 <sup>th</sup> March	Belmont
Monday 22 <sup>nd</sup> to Wednesday 24 <sup>th</sup> April, and Friday 26 <sup>th</sup> April	Belmont
Monday 27 <sup>th</sup> to Thursday 30 <sup>th</sup> May	Belmont
Tuesday 18 <sup>th</sup> to Friday 21 <sup>st</sup> June	Belmont
Monday 15 <sup>th</sup> to Thursday 18 <sup>th</sup> July	Belmont

### Course dates and location are subject to change

Please contact Trainwest for the TAE40122 Certificate IV in Training and Assessment Upgrade Flyer