



trainwest

training your future

TAE40122 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.**

TAE40122 Certificate IV in Training and Assessment

OVERVIEW: This qualification reflects the roles of entry level vocational education and training (VET) teachers, trainers and assessors who are delivering training services to vocational learners and assessment services to candidates.

This qualification meets the minimum education requirement for trainers and assessors operating without supervision under applicable VET legislation, frameworks and/or standards.

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 TAE40122 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. We recommend no more than a two-to-three-month gap to maintain momentum. The clusters are there for flexibility with attendance. This means the course fees cannot be split based on clustered attendance.

Cluster One – Training

| UNIT CODE | DESCRIPTION | DURATION |
|------------|---|----------|
| TAEDEL411 | Facilitate vocational training | 9 days |
| TAEDES411 | Use nationally recognised training products to meet vocational training needs | |
| TAEDES412 | Design and develop plans for vocational training | |
| TAEPPDD401 | Work effectively in the VET sector | |
| TAEDEL311 | Provide work skill instruction | |
| TAEDEL412 | Facilitate workplace-based learning | |
| TAEDEL414 | Mentor in the workplace | |
| BSBCMM411 | Make presentations | |
| BSBHRM413 | Support the learning and development of teams and individuals | |
| TAELLN421 | Integrate core skills support into training and assessment | |

Cluster Two – Assessing

| UNIT CODE | DESCRIPTION | DURATION |
|-----------|--------------------------------------|----------|
| TAEASS412 | Assess competence | 4 days |
| TAEASS413 | Participate in assessment validation | |

* Elective units subject to change

Cluster One - Training

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
- » Plan and prepare for mentoring, implementing strategies and developing a mentoring relationship
- » Identify language, literacy, numeracy and digital literacy (LLND) 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

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)
- » 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 TAE40122 Certificate IV in Training and Assessment is competency based. You will have assessments to complete externally to the training room 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
- » You will complete your assessments in Canvas. Canvas is a web-based learning management system that is used throughout the course. This is where you will have access to learning resources and project templates. Canvas is also the platform you will use to complete knowledge questions and projects to submit for assessment.

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 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 TAE40122 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 TAE40122 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 TAE40122 Certificate IV in Training and Assessment. This is a nationally recognised qualification.



INVESTMENT:

New Trainwest Students

| Cluster | Module Name | Duration | Cost |
|---------|-------------------|----------------|---------------|
| One | Training Cluster | 9 days | \$2300 |
| Two | Assessing Cluster | 4 days | \$1600 |
| | TOTAL | 13 days | \$3900 |

Returning Trainwest Students

| Cluster | Module Name | Duration | Cost |
|--------------|--|----------|--------|
| All Clusters | TAE40122 Certificate IV in Training and Assessment | 13 days | \$3750 |

New and Returning Trainwest Students

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

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

TAE40122 Certificate IV in Training and Assessment Course Calendar

2024 Belmont Course Dates – July to December



Cluster One - Training

Cluster Two - Assessing

Days 1 to 9

Days 10 to 13

| | | |
|---|---|---|
| Monday 15 th to Friday 19 th July | Monday 22 nd to Thursday 25 th July | Friday 26 th July, Monday 29 th to Wednesday 31 st July |
| Monday 29 th July to Friday 2 nd August | Monday 5 th to Thursday 9 th August | Monday 12 th to Wednesday 14 th August |
| Monday 19 th to Friday 23 rd August | Monday 26 th to Thursday 29 th August | Friday 30 th August, Monday 2 nd to Wednesday 4 th September |
| Wednesday 4 th to Friday 6 th September | Monday 9 th to Friday 13 th September, Monday 16 th September | Tuesday 17 th to Friday 20 th September |
| Monday 16 th to Friday 20 th September | Tuesday 24 th to Friday 27 th September | Monday 30 th September to Thursday 3 rd October |
| Monday 7 th to Friday 11 th October | Monday 14 th to Thursday 17 th October | Friday 18 th October, Monday 21 st to Wednesday 23 rd October |
| Wednesday 16 th to Friday 18 th October | Monday 21 st to Friday 25 th October, Monday 28 th October | Tuesday 29 th October to Friday 1 st November |
| Monday 11 th to Friday 15 th November | Monday 18 th to Thursday 21 st November | Friday 22 nd November, Monday 25 th to Wednesday 27 th November |
| Monday 18 th to Friday 22 nd November | Monday 25 th to Thursday 28 th November | Friday 29 th November, Monday 2 nd to Wednesday 4 th December |
| Monday 2 nd to Friday 6 th December | Monday 9 th to Thursday 12 th December | Friday 13 th December, Monday 16 th to Wednesday 18 th December |

Course dates and locations are subject to change

LOCATION: All training is delivered at Trainwest Training Centre [154 Epsom Avenue Belmont WA 6104](https://www.trainwest.edu.au/locations/belmont)