![Trainwest — training your future]

TAE40122
Certificate IV in
Training and Assessment

Transform Your Career in Vocational Education and Training!

Are you ready to inspire, educate, and lead the next generation of students?

This qualification is your gateway to a rewarding career in training and education.

Whether starting fresh or looking to enhance your current skills, this qualification opens doors to numerous opportunities.

NATIONALLY RECOGNISED TRAINING

Course Overview

The **TAE40122 Certificate IV in Training and Assessment** provides the skills and knowledge required to deliver high-quality training and assessment in the Vocational Education and Training (VET) sector.

This nationally recognised qualification covers:

- Designing and delivering engaging learning programs for diverse students
- Assessing student competencies using industry-aligned assessment tools
- Facilitating interactive and inspiring training sessions.

This qualification meets the requirements for trainers and assessors to deliver and assess nationally recognised training under VET legislation.

Recommended For

This course is ideal for teachers, trainers, and assessors who want to deliver training and assessment services to VET students. It is particularly suited to:

- **Individuals seeking career progression**: Enhance your skills and knowledge to open up new job opportunities or transition into a new role.
- **Industry professionals**: Gain formal recognition of your expertise or upskill to stay current with industry standards.
- **Those looking to meet job requirements**: VET trainers and assessors require specific qualifications, and this course can help meet those requirements.
- **Individuals pursuing further education**: Successfully completing this course may provide pathways to higher qualifications or credit towards further study.

Career Pathways

Roles vary depending on the industry and sector, including positions such as:

- RTO Trainer and/or Assessor
- Workplace Trainer and/or Assessor
- Vocational Education Teacher
- Training Advisor
- Instructional Designer.

Education Pathways

Students may undertake a *Diploma of Training and Assessment* or *Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice*.

Course Structure

This course consists of 12 units of competency delivered in two clusters.

Cluster One: TAESS00019 Assessor Skill Set

TAEASS412 Assess competence

Plan, prepare for and conduct the competency-based assessment of candidates using nationally recognised training products and validated assessment tools.

TAEASS413 Participate in assessment validation

Participate in the validation of assessment tools, practices and judgements.

TAEDES411 Use nationally recognised training products to meet vocational training needs

Analyse and use nationally recognised training products to meet vocational learners' skill and knowledge development needs.

Cluster Two: Training

TAEDEL311 Provide work skill instruction

Conduct individual and small group work skill instruction using existing support materials and demonstration of work skills as a training strategy.

TAEDEL411 Facilitate vocational training

Plan, prepare for and facilitate the vocational training of both individual learners and groups of learners via a face-to-face, in-person delivery mode.

TAEDEL412 Facilitate workplace-based learning

Prepare for, plan and facilitate workplace-based learning for learners in the workplace.

TAEDEL414 Mentor in the workplace

Establish and develop a professional mentoring relationship with an individual in a workplace.

TAEDES412 Design and develop plans for vocational training

Design, develop and document plans for vocational training to be delivered by vocational education and training (VET) teachers and trainers.

TAEPDD401 Work effectively in the VET sector

Operate within the vocational education and training (VET) sector regulatory and operational context relevant to the job role of an entry-level VET teacher, trainer and assessor.

TAELLN421 Integrate core skills support into training and assessment

Identify core skill demands in nationally recognised training products, and in workplace, learning and assessment context tasks and texts.

BSBCMM411 Make presentations

Prepare, deliver and review presentations for target audiences.

BSBAUD412 Work within compliance frameworks

Identify statutory, legislative and regulatory requirements and relate them to individual work practices to ensure ongoing adherence to the compliance framework.

Elective units are subject to change.

Delivery Modes

Choose from a range of flexible delivery options:

Face-to-Face Classroom
Attend 13 days of face-to-face training, 8:30am to 4:00pm, delivered in two clusters. Each cluster is completed in order. Attendance can be split over numerous courses. To maintain momentum, there should be no more than a two-to-three-month gap.

Virtual Classroom
Attend the face-to-face training sessions in a virtual classroom environment through Microsoft Teams. This mode allows real-time interaction with Trainers and peers while participating from any location with internet access.

Self-Paced Learning (Coming Soon)
Self-directed students complete the course via our Canvas LMS and receive remote support over the telephone, email, and Microsoft Teams. Please speak with our Student Services Team for more information.

Inhouse Training
This course can be customised for group training. Delivery can be tailored to suit organisational requirements, with flexible delivery options in the workplace. Please speak with our Student Services Team for more information.

Assessment Requirements

To achieve competency, students are required to complete a range of assessment tasks that reflect real-world skills and knowledge relevant to the course. These include:

- Knowledge-based questions to test understanding
- Video and audio evidence of practical demonstrations
- Projects applying learnings in a real-world context.

Students must demonstrate their ability to meet all assessment criteria to be deemed competent.

Canvas LMS
Canvas is our online learning platform that provides students with 24/7 access to course materials, assessments, communication tools, and progress tracking. Students can view and download training resources, submit assessments, receive feedback from Trainers and Assessors, track key dates and progress, and participate in online discussions. Canvas helps students stay organised, connected and engaged throughout their learning journey.

Skills Recognition

Students may be eligible for recognition of prior learning or credit transfers, reducing the time and cost of their studies.

Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process that acknowledges skills and knowledge acquired through formal, non-formal, or informal learning. This pathway allows students to gain recognition for competencies they have already developed, potentially leading to the awarding of a unit of competency or qualification without additional training.

To apply for RPL, please contact our Student Services Team. They will assess the student's suitability and discuss the process before sending an application kit.

Credit Transfer

Credit transfer allows students to receive recognition for equivalent units of competency they have successfully completed. This process ensures that students do not have to repeat training for units they already hold.

To apply for credit, students must provide evidence of the completed unit, which may include a qualification certificate or transcript, statement of attainment or USI transcript.

Course Duration

Face-to-face and virtual classroom delivery is delivered over 13 days in two (2) clusters.

Students have up to 12 months to complete this course. The time frame for completion varies between students depending on their current job role and pre-existing skills and abilities.

Students can complete the course earlier or extend the duration for up to 18 months if required.

Course Outcome

Upon successful completion, students will receive the nationally recognised qualification **TAE40122 Certificate IV in Training and Assessment**, which includes a Testamur and Record of Results certificate.

NATIONALLY RECOGNISED TRAINING

If students do not complete the full qualification, they will receive a Statement of Attainment for all successfully completed units of competency. This is a progression toward the nationally recognised qualification.

Course Requirements

To be eligible for this course, students must meet the following course requirements:

Entry Requirements

Students must demonstrate vocational competence in their proposed training and assessing area. Vocational competence includes broad industry knowledge and experience and may involve holding a relevant unit of competency or qualification.

Language, Literacy, Numeracy and Digital Skills

Students need the following level of language, literacy, numeracy and digital (LLND) skills for this course:

- **Reading**: Ability to interpret training products, assessment instructions, and policies and procedures.
- **Writing**: Skills to develop learning and development plans and maintain assessment records.
- **Communication**: Ability to engage with groups, adjust language for different audiences, and build rapport.
- **Numeracy**: Basic number skills to manage timeframes and interpret relevant data.
- **Digital Literacy**: Ability to conduct online research, navigate files and folders, and create training aids.

Student Resources

Students need to have the following resources:

- Laptop with Wi-Fi capability, a USB port, and Microsoft Office
- Microsoft Teams for remote support is recommended
- Access to a workplace, or simulated work environment, to complete post-course practical assessments, including:
  - A group of at least four individuals to deliver a series of structured group-based training sessions
  - At least two individuals for one-on-one facilitation.

Eligibility and Selection Criteria

Students will complete an LLND assessment and *Pre-existing Skills and Knowledge Checklist* prior to enrolment to ensure the course is suitable.

Virtual Classroom students will meet with a Training Specialist prior to enrolment for a short support call. This includes discussion regarding the digital requirements of this delivery model.

Student Support

Trainwest supports students throughout their learning journey, ensuring they have access to the resources and guidance they need to succeed.

Support includes:

- **Trainer & Assessor Assistance**: Our experienced Trainers and Assessors provide guidance, feedback and support throughout the course.
- **Flexible Learning**: Learning materials, feedback, and assistance are accessible whether studying in person or remotely.
- **Support Workshops**: Free workshops are available to help students complete their assessments.
- **Personal Coaching**: Access one-on-one support with a Trainer and Assessor, with the first two 30-minute sessions provided free of charge.
- **Wellbeing Support**: Wellbeing services and referral options are available to assist students in managing personal or study-related challenges during the course. The Australian Counselling Service (ACS) provides our students with free, confidential counselling support designed to assist with study-related stress, anxiety, motivation, life changes, and general wellbeing.

Course Fees

Face-to-Face Classroom: New Trainwest Students	$3,900 per student
Face-to-Face Classroom: Returning Trainwest Students	$3,750 per student
Virtual Classroom (online)	$2,600 per student
Recognition of Prior Learning	$3,000 or $300 per unit
Personal Coaching *(after first free hour, if required)*	$150 per hour

Payment Plans

Payment plans are available. Terms and conditions are outlined in our Fees and Refunds Policy.

Next Step

Ready to apply?

Visit our website to view upcoming course dates and submit an enrolment application. Scan the QR code or click here to get started.

To ensure the course is suitable and that the necessary support can be provided, all applicants must complete a pre-enrolment process.

Once you complete the online enrolment form, our team will review your application and eligible students will be invited to complete a Language, Literacy, Numeracy and Digital (LLND) skills assessment.

After reviewing the LLND results, our team will provide individualised advice on course suitability before finalising the enrolment.

This process helps us confirm that the course aligns with the student's current skills and learning needs.

Need more information?

Read our Trainwest Student Handbook for details on our course policies, student services, and other essential information.

Contact us and speak with our team. We're here to answer any questions and help you choose the right course for you.

Head Office & Training Centre
Level 1, 23 Abbott Road, Perth Airport, WA 6105

Open Hours
8:00am to 4:30pm

Apply Now!

Contact Us

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RTO Provider: 51807