



**trainwest**  
training your future



## **TAE40122 Certificate IV in Training and Assessment** Enquiry package

Jobs and Skills WA – Priority Industry Training for Existing Workers



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 seventeen days. The training is delivered in three blocks:

1. Introduction to VET and Training Design
2. Training Support and Presentations
3. Assessment

Each Block 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.



The TAE40122 Certificate IV in Training and Assessment is funded through the Department of Training and Workforce Development; referred to as a publicly funded training. This qualification is on the priority industry training list and subsidised under Jobs and Skills WA as a fee free training.

To be eligible to receive a subsidised place on the course Trainwest will ask you to complete our pre-induction checklist and enrolment paperwork to ensure your suitability for the course.

Attendance at our 17-day course can be staggered and you will be asked to complete additional documentation during attendance at the course.

You must have the support of your workplace to be eligible for a funded position.

Please note that there are limited subsidised places available.

## Block One – Introduction to VET and Training Design

UNIT CODE	DESCRIPTION	DURATION
TAEDEL411	Facilitate vocational training	7 days
TAEDES411	Use nationally recognised training products to meet vocational training needs	
TAEDES412	Design and develop plans for vocational training	
TAEPDD401	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	

## Block Two – Training Support and Presentations

UNIT CODE	DESCRIPTION	DURATION
TAEDEL411	Facilitate vocational training	5 days
TAEDEL311	Provide work skill instruction	
TAEDEL412	Facilitate workplace-based learning	
BSBCMM411	Make presentations	
BSBHRM413	Support the learning and development of teams and individuals	
TAELLN421	Integrate core skills support into training and assessment	

## Block Three – Assessment

UNIT CODE	DESCRIPTION	DURATION
TAEASS412	Assess competence	5 days
TAEASS413	Participate in assessment validation	

\* Elective units subject to change



## **Block One – Introduction to VET and Training Design**

Students will gain the skills and knowledge to:

- » Understand how adults learn, identifying learner characteristics, working with inclusivity and diversity
- » Explore 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
- » 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

## **Block Two – Training Support and Presentations**

Students will gain the skills and knowledge to:

- » Plan, organise and deliver training for individuals within a group
- » Prepare, deliver and review a presentation to a target audience
- » 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
- » Identify the parameters of a learning program, determine its design, outline the content, and review its effectiveness
- » Identify appropriate approaches to training presentations and delivering work skill instruction

## **Block Three - Assessment**

Students will gain the skills and knowledge to:

- » Plan the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system
- » Plan 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



## 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

## 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.
- » 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 60 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 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.

Upon successful completion of all units of competency, participants will receive the TAE40122 Certificate IV in Training and Assessment. This is a nationally recognised qualification.



## INVESTMENT

### Priority Industry Skill Funded pricing

Block	Block Name	Duration	Cost
One	Introduction to VET and Training Design	7 days	\$ 0
Two	Training Support and Presentations	5 days	\$ 0
Three	Assessment	5 days	\$ 0
	<b>TOTAL</b>	<b>17 days</b>	<b>\$ 0</b>

The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as resource fees and other fees. These must be charged in accordance with the Fees and Charges Policy.





## TAE40122 Certificate IV in Training and Assessment Course Calendar

### 2024 Regional Course Dates



#### Block One – Days 1-7

Monday 17<sup>th</sup> to Tuesday 25<sup>th</sup> June  
**Port Hedland**



#### Block Two – Days 8-12

Monday 22<sup>nd</sup> to Friday 26<sup>th</sup> July  
**Port Hedland**



#### Block Three – Days 13-17

Monday 26<sup>th</sup> to Friday 30<sup>th</sup> August  
**Port Hedland**

Course dates are subject to change.