



trainwest
training your future

TAEASS412 Assess Competence

Enquiry Package



Thank you for considering Trainwest. At the heart of Trainwest, success is the quality of training 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.**

Version 1.0 – DD/MM/YYYY

OVERVIEW

This course is designed for employees who are required to conduct one-on-one training, implement an assessment plan and gather quality evidence to assess the competence of a candidate using compliant assessment tools.



RECOMMENDED FOR

This unit of competency is recommended for persons conducting formal Verification of Competency (VOC).

This unit of competency meets the minimum requirements specified by the [Office of the Federal Safety Commissioner](#).



ENTRY REQUIREMENTS

Those entering this program must be able to demonstrate vocational competency in their proposed 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.

Students are required to have digital literacy skills to use a laptop and applications related to their role, such as Microsoft Word and PowerPoint.

Trainwest will assist students in identifying their eligibility for enrolment into this course.

The following documents must be read, completed and provided with enrolment:

- » [Enrolment Form](#)
- » [Trainwest Student Handbook](#)
- » Pre-existing Skills and Knowledge Checklist (including informational videos)
- » Copies of relevant qualifications and transcripts you have previously attained.

UNITS OF COMPETENCY

This course contains the following units of competency:

UNIT CODE	UNIT TITLE	DURATION
TAEASS412	Assess competence	4 days



DELIVERY STRUCTURE

Face-to-Face

This course is delivered over four (4) working days. The goal is the completion of all knowledge questions and practical activities within the course. The third and fourth days of the course is for conducting an assessment under the supervision of the Trainwest Assessor.

Video Conferencing

Students have the option of attending the face-to-face course or a part of it via video conferencing technology (Microsoft Teams). Students are required to have a computer with access to the Internet.

In-House Training

This course can be customised to suit your organisation and delivered in a flexible format to suit your workplace requirements.

Please contact Trainwest for more information on these options.



ASSESSMENT REQUIREMENTS

This course is competency-based. Students have assessments to complete externally to the training room which will provide evidence that they have understood the training and applied it to the workplace.

This requirement means that it is not possible to complete all the assessment requirements during the face-to-face training.

Students need to complete assessment tasks for each module, which typically include:

- » Knowledge-based questions demonstrating application of required knowledge
- » Video and audio evidence of practical demonstrations
- » Workplace projects
- » Third-party reports from Qualified Assessors in the workplace.

ASSESSMENT TIME FRAMES

Students have up to 12 months to submit their assessments. Please be aware that this is a maximum time frame, and it is greatly dependent on your current job role and pre-existing skills and abilities.

Students can submit their assessments at any time after attending the face-to-face component. The actual time for completion varies between students.

REQUIRED RESOURCES

Trainwest will provide the following resources:

- » Learning and assessment materials for all units of competency
- » Customised PowerPoint presentations
- » Detailed lesson plans.

Students are required to bring:

- » Laptop that can access the Internet via Wi-Fi, a USB port and Microsoft Office installed
- » Highlighter and folder to store evidence.



SUPPORT PROVIDED

Trainwest provides ongoing support to students throughout the duration of the course via email and telephone.

We offer post-course support workshops at no additional charge. This provides students with the opportunity to have time away from the workplace to work on assessments with the support from a Trainwest Trainer and Assessor.

Students have access to two (2) 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, suitable for those who already have the skills and knowledge in one or more of the areas that make up the qualification and do not wish to undergo further training.

For those considering RPL please speak with our Student Services Team. They 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 (RTOs) and under the Australian Qualifications Framework (AQF).

Students who have previously completed any nationally accredited training may include their certificates and transcripts with their enrolment application for credit review.

CERTIFICATION

Upon completion of this unit of competency, students will receive a Statement of Attainment for TAEASS412 Assess Competence.



INVESTMENT

Delivery Method	Duration	Cost
Face-to-face Training – New Student	4 days	\$ 1200.00
Recognition of Prior Learning		\$ 1000.00
Personal Coaching (if required)	2 hours	\$ 300.00

Please refer to our [Trainwest Student Handbook](#) for more information on our policies and procedures, including our [Fees and Refunds Policy](#).



COURSE CALENDAR

Course Dates 2025



Course Dates	Location
Monday to Thursday, 24th to 27th February	Trainwest Training Centre
Monday to Thursday, 14th to 17th April	Trainwest Training Centre
Monday to Thursday, 16th to 19th June	Trainwest Training Centre
Monday to Thursday, 25th to 28th August	Trainwest Training Centre
Monday to Thursday, 13th to 16th October	Trainwest Training Centre
Monday to Thursday, 15th to 18th December	Trainwest Training Centre

- » Course dates are subject to change
- » Please click on the Course Date to enrol