

Course Information

Certificate IV in Training and Assessment (TAA40104) Assessment - Upgrade Course

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Course Overview

The Certificate IV in Training and Assessment (TAA40104) specifies competences required by those directly or indirectly involved in the provision of training and assessment services in a training or assessment organisation. This may be a Registered Training Organisation, an organisation partnering with an RTO, or an organisation that provides non registered training and assessment services. Basic computer skills required for research component of course.

Who is the course intended for?

This pathway is for individuals who currently hold the Certificate IV in Assessment & Workplace Training BSZ40198. It is expected that you will be able to demonstrate extensive experience, knowledge and understanding of training, assessment and the VET environment. To be eligible for this course you will need to provide a copy of your Certificate IV in Assessment & Workplace Training BSZ40198 (certified) and written proof of current delivery and training. Assessment activities will be incorporated into classroom activities but there will be some requirements to complete work and assessment tasks in participant's own workplace and time outside the classroom.

Pre-requisites

Certificate IV in Assessment & Workplace Training BSZ40198

Course Duration:

4 Days Face-to-Face Training (9am – 5pm)

Competency Fields: Learning Environment (ENV) and Learning Design (DES)

The learning environment field units address different aspects of the relationships between work and the environment of vocational education and training.

The learning design field units address competence in both the design of learning products and the design of the learning process.

Competency Fields: Delivery and Facilitation (DEL)

The delivery and facilitation field units address the competence required to deliver training and to facilitate learning. The units differentiate competence by application in different delivery modes (face-to-face and work based) and by application of particular delivery methods and techniques (eg. action learning, individual facilitation and instruction and demonstration).

Competency Fields: Assessment (ASS)

The units in the assessment field address the process of assessment, the development of assessment tools, competency in validation processes and coordinator of assessment systems and services.

Block 1 Learning Environment, Design and Assessment

| Unit | Unit name |
|------------------------------------|---|
| TAAENV401B | Work effectively in vocational education and training |
| TAAENV402B | Foster and promote an inclusive learning culture |
| TAAENV403B | Ensure a healthy and safe learning environment |
| TAADES401B | Use training packages to meet client needs |
| TAADEL403B | Facilitate individual learning |
| TAADEL404B | Facilitate work based learning |
| TAAASS403B | Develop assessment tools |
| TAAASS404B | Participate in assessment validation |
| Post Course Assessment Activities: | 35 hours |

Delivery Dates and Venue:

Refer to website and timetable above for current dates

- Recognition of Prior Learning available

Course Support Materials provided:

Course materials included within the course fee:

- Course Unit Workbook (per unit)

Course Assessment:

The assessment criteria for this course will be as per the training package requirements.

The assessment methods used during the course will be a combination of:-

- Practical group exercises
- Group discussions
- Work based assignments/projects (simulated case-studies for participants not within a workplace)

The Certificate IV in Training and Assessment (upgrade course) has been developed to utilize holistic workplace assessment activities ie. Assessment tasks may cover more than one unit worth of evidence.

Please note – assessment activities are completed external to the course delivery workshop sessions.

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Nationally accredited and recognized by:



Central on High, 4/282 High Street, Penrith NSW 2750 • ABN 16 112 952 717 • VETAB RTO Provider Number: 91090

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Award

Certificate IV in Training and Assessment (TAA40104)

Course Fee:

Price: \$850 (inclusive of GST)

To include:

- 4 days of Training – all trainers who deliver for Safetynet Management Solutions hold as a minimum:-
 - Certificate IV Training and Assessment (TAA40104)
 - Current industry experience (relevant to the unit being taught)
- Course notes and handouts
- Tutorial support throughout the course (email and phone)
- Nationally accredited qualification – Certificate IV in Training and Assessment
- Light refreshments (tea/coffee/sandwiches – General Public Courses only)

Booking process:

1. Complete the Registration Form on-line and submit for payment (credit card facility available otherwise an invoice will be mailed out for payment by other means).
2. On receipt of payment, joining details will be sent out. (Please note, to secure your booking on the course, as places are limited, payment will be required at least 21 days prior to the course start date. If booking is made within 21 days of the course start date, payment is required immediately.

Payment Methods:

Payment can be made by:-

- Credit card payment (Westpac Secure Site).
- Electronic Fund Transfer
- Cheque (payable to Safetynet Management Solutions Pty Ltd)

Refund Policy:

All participants will be issued with a receipt for fees paid. All fees paid in advance will be entered into the Safetynet Management Solutions Financial Management System and marked under a section defined as fees paid in advance. These fees will be held during the course and be made available should a refund be required.

Should a participant be eligible for a refund it will be paid in accordance to the terms set out in the refund policy.

Refund guidelines

Refunds will be made in the following circumstances:

- If Safetynet Management Solutions cancels the course.
- If a participant withdraws, by written notice within seven (7) days, from a course at any time up until the course is 25% completed. After commencement then Safetynet Management Solutions will refund 25% of the course fee paid in respect of the course.
- If a participant advises Safetynet Management Solutions in writing, fourteen (14) days prior to the commencement of training that they are withdrawing from, then Safetynet Management Solutions will refund the full course fee minus expenses incurred to that time.
- If in Safetynet Management Solutions opinion, the participant would be unreasonably disadvantaged if not granted a refund, for example, a participant meets with a serious misadventure and is unable to continue their enrolment, then Safetynet Management Solutions will either organise for the participant to book onto a future course or consider a full/part refund.