



Mount Isa Institute of TAFE

# Fact Sheet

## TAA40104 – Certificate IV in Training and Assessment (Full)

### What career options do I have?

Workplace Assessor, Teacher in Vocational Education & Training, Workplace Supervisor, Tutor, Coach, Training Consultant.

### What will I learn?

The Certificate IV in Training and Assessment addresses a range of competency areas that represent the key areas of work undertaken in organisations that provide training and assessment services – Learning Environment, Learning Design, Delivery and Facilitation, and Assessment.

### What qualification will I receive?

Certificate IV in Training and Assessment or a Result of Assessment for competencies achieved.

### Where will I train?

Either Mount Isa or Cloncurry.

### How long will the training take?

20 weeks.

### How will the training take place?

**Mount Isa:** Every Monday night from 6.00 – 9.00pm in a classroom environment with trainer present at all times.

**Cloncurry:** Every Wednesday night from 6.00 – 9.00pm in a classroom environment with the trainer present at all times.

### What assessment methods will be used?

Assessment methods generally vary according to skills content of competency. May include: short answer responses, observations, demonstrations/simulated delivery, work plans, discussions, group participation etc.

### Is there anything I need to bring?

A notebook and pen would be beneficial. A flash drive (USB stick) would ease the transfer of files.

### Am I eligible?

There are no specific entry requirements, however candidates undertaking this training generally possess vocational competence in a specific industry area and need to develop or extend competence in training and assessment to teach/train other individuals in their area of vocational expertise. Participants may range from the 'novice' trainer or assessor to experienced teacher/trainer undergoing professional development and career development within their enterprise, another company or the vocational education and training sector (eg TAFE).

### Is what I already know taken into account?

Yes. Your history of study, skills and experience does matter. Consideration is given to your life and work experiences as well as formal and informal training. This may be applied using the national standard for Mutual Recognition or through Recognition of Prior Learning (RPL). Documentary evidence will be requested. Please apply for RPL before enrolling.

### When can I start?/How do I apply?

Contact the Client Information Centre for the latest course commencement dates and enrolment details.

### Can I go onto further training?

On successful completion of the Certificate IV in Training and Assessment, graduates may progress onto the Diploma of Training and Assessment.

### What else might I find useful?

Financial assistance with fees may be available through concessions, or via 'Time to Pay' payment plan. This and other information such as Student Support, Study and Library Assistance, Student Responsibilities, is found in the Mount Isa Institute of TAFE Student Guide/ Handbook.

As a student, you are able to receive extra help with your study and learning skills from learning support staff. If you feel you need this type of support at any time during your study please do not hesitate to ask, and arrangements can be made.

The Certificate IV in Training and Assessment

in Assessment & Workplace Training. It has been extensively reviewed to ensure that this qualification meets the needs of trainers and assessors in the dynamic Vocational Education and Training (VET) sector.

### Performance Level Assessment

PLA is applicable to all competencies in this program. Performance Levels are recognised by both employers and universities. PJ– Competent, PC – Credit and PD – Distinction.

### Where can I find more information?

Contact our friendly Client Information Centre staff on 4744 9999.

### What is the program structure?

To gain this qualification, 14 units of competency are to be achieved. There are 12 core units, and 2 elective units.

#### Core units

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
TAADES402B	Design and develop learning programs
TAADEL401B	Plan and organise group based delivery
TAADEL404B	Facilitate work based learning
TAADEL403B	Facilitate individual learning
TAAASS401B	Plan and organise assessment
TAAASS402B	Assess competence
TAAASS403B	Develop assessment tools
TAAASS404B	Participate in assessment validation

#### Elective Units

TAADEL402B	Facilitate group based learning
TAADEL301B	Provide training through instruction and demonstration of work skills

#### Disclaimer

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