TAE40110 Certificate IV in Training and Assessment (Online)

Student Course Outline Brochure

The Hospitality Institute of Australasia is a trading name of Daniels Associates, Registered Training Organisation delivering Nationally Recognised Training. We have a commitment to helping people achieve their learning goals, in a fun and supportive learning environment.

This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector.

Achievement of this qualification or an equivalent by trainers and assessors is a requirement of the VET Quality Framework for Registration.

This qualification, or the skill sets derived from units of competency within it, is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET program.

How can training benefit you?

✓ A Nationally Recognised qualification upon successful completion of the course
✓ Flexible delivery of training and assessment by experienced industry trainers and assessors
✓ The opportunity to choose a career path through recognised qualifications
✓ Learning of new skills
✓ Develop your existing skills further, or have your existing skills recognised with a nationally recognised qualification
✓ Meet new people and gain confidence in your employment skills!

Pathways into the qualification

Prerequisite requirements

There are no prerequisite requirements for individual units of competency.

Pathways from the qualification

After achieving TAE40110 Certificate IV in Training and Assessment, candidates may undertake TAA50104 Diploma of Training and Assessment or may choose to undertake TAE70110 Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice.
What content is covered in the training?
Job roles associated with this qualification relate to the delivery of training and assessment of competence within the VET sector. Possible job titles and roles relevant to this qualification include:

- enterprise trainer
- enterprise assessor
- registered training organisation (RTO) trainer
- RTO assessor
- training adviser or training needs analyst
- vocational education teacher.

Units
Participants need to complete ten (10) units of competency in total following the Qualification Packaging Rules as outlined in the Training and Education Training Package (TAE10) Qualifications Packaging Rules require the following unit selection:
Seven (7) Core Units
Three (3) electives

<table>
<thead>
<tr>
<th>Unit Code &amp; Title</th>
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<tbody>
<tr>
<td>TAEASS401B Plan assessment activities and processes (Core)</td>
</tr>
<tr>
<td>TAEASS402B Assess competence(Core)</td>
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<tr>
<td>TAEASS403B Participate in assessment validation(Core)</td>
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<tr>
<td>TAEDEL401A Plan, organise and deliver group-based learning(Core)</td>
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<tr>
<td>TAEDEL402A Plan, organise and facilitate learning in the workplace(Core)</td>
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<tr>
<td>TAEDES401A Design and develop learning programs(Core)</td>
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<tr>
<td>TAEDES402A Use training packages and accredited courses to meet client needs(Core)</td>
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<tr>
<td>TAEASS301B – Contribute to Assessment</td>
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<td>TAEASS502B – Design and Develop Assessment Tools</td>
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<tr>
<td>TAELLN401A – Address adult language, literacy and numeracy skills</td>
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Who can undertake the training?

Students are required to be:

◊ Competent in written and spoken English and will undertake a Language, Literacy, and Numeracy test prior to commencing the training.

The pre-requisites for this course are:

There are no prerequisites for this course.

How often do the courses run and what is their duration?

You can enrol in an online course at any time. Online courses are designed to be self-paced learning so you can complete the course in as little as 4-6 months or take as long as 12 months to complete.

How is the course trained and assessed?

This qualification is to be delivered in an online learning environment. The candidate is to be provided training and assessment materials via the internet. Learning and assessment will be completed at the candidate/candidates convenience and schedules around their work and personal lives.

This will be achieved through structured online delivery supported by a qualified trainer / assessor.

Workplace delivery is implemented by setting up an appropriate Training Plan in consultation with the candidate and possibly their workplace supervisor (ONLY if the qualification is being supported by their employer).

The Training Plan is developed online and indicates the units selected and sequence of delivery requested by the candidate. This will be completed in line with the 'Training Plan Summary' (Appendix 1) to ensure an appropriate sequence of delivery and assessment is scheduled.

A qualified trainer / assessor will be available on a weekly allocated time schedule to discuss issues related to learning and assessment with the candidate.

Note: trainers/assessors are generally available more regularly, however, a minimum weekly time allocation will also be provided to each student. This support will enable the candidate to further develop their ability and progress towards competence.

The assessment process will include the gathering of evidence to demonstrate the candidate’s competence. Candidates will be advised of the assessment requirements at the beginning of each unit / cluster through documented assessments that will clearly outline all required tasks that must be completed to achieve competence within the specified unit.

The assessment methods may include theory and practical tasks and will be clearly documented in the online delivery system. Trainers will be provided with detailed instructions to assessment requirements for each unit. (The specific methods for each Unit of Competency are identified within this document under 'Evidence Gathering Techniques').

The major assessment activities for this qualification are broken into Assignment Activities, Project Work and Verbal Questioning to confirm the candidate’s skills and knowledge is authentic.
The candidate’s workplace may also be involved in the assessment process to verify the candidate’s ability to perform required workplace duties that support the competence of the candidate. Where this is required the workplace supervisor will be asked to provide feedback and comments on the candidate’s ability to demonstrate their practical work skills in specified knowledge and skills by completing Third Party Report (instruction will be provided with each checklist). The context of the Third Party Report should surround the candidate performing actual work duties, and this document will form part of the evidence gathered for assessment.

**How do I enrol?**

Easily! Complete the enrolment for and return it to our office by email or fax.

You will be required to complete the following the steps outlined below:

1. Read and understand the information contained in the Student Information Handbook.
2. Read and understand the terms and conditions of enrolment including the refund and cancellation policy.
3. Complete and sign an Enrolment Form to declare that you understand all of the information provided.
4. Return the Enrolment Form with a copy of your identification.

**Would you like more information?**

Contact our friendly team at HIA on:

Telephone: 1 300 776 728
Fax: (07) 3899 1160

or

Complete the online enquiry form.