TAA40104 to TAE40110 Upgrade $145

What is the Application Process?

Step 1  Complete the enrolment form.
Step 2  Submit your payment by Credit Card or direct Deposit
Step 3  Submit your evidence for your application (refer to evidence checklist below)
        Note: Steps 1, 2 and 3 can be completed together
Step 4  Your application will be processed within 5 working days of submitting your
        application.
        Should any additional evidence be required you will be contact by a HIA assessor.

Applications should be sent by email, fax or mail to:
Email:  info@hia.edu.au
Fax: 07 3899 1160
Mail:  P.O. Box 254, Morningside QLD 4170

What is TAE40110?
TAE40110 is the new Certificate IV in Training and Assessment. The qualification is detailed in the
TAE10 Training and Education Training Package, which was released on the 12th May 2010. It
replaced the previous Training and Assessment Training Package (TAA04). As of July 1, 2013 all
trainers and assessor delivering accredited courses should have upgraded to TAE40110.

The National Skills and Standards Council has determined that from 1 July 2013:
TRAINERS MUST hold the TAE40110 Certificate IV in Training and Assessment from the TAE10
Training and Assessment Training Package as a minimum qualification or be able to demonstrate
equivalence of competencies (and other stipulations related to vocational competency and currency).
ASSESSORS MUST hold the TAE10 Assessor Skill Set or be able to demonstrate equivalence of
competencies (and other stipulations related to vocational competency and currency).

What is the price for the upgrade?
Upgrade from TAA40104 to TAE40110 is $145.00.
The price for an upgrade is $195 for all applicants with TAA40104 who can demonstrate currency
(continued practice in the VET sector).

What is the difference between TAA04 and TAE10?
This version of the Training Package represents an evolution much like that which occurred with the
move from BSZ98 to TAA04. The package now represents a framework of qualifications catering for
those who operate across the breadth of the professional levels of VET.
The new course will move from 14 units (12 Core and 2 Elective) to 10 units made up of 7 core and 3 electives. In fact there is a collapsing of 4 units into 2 and an integration of 3 existing units into the 7 new core units. Therefore, the TAE40110 content and competency requirements are deemed equivalent to the present TAA40104 qualification.

**How do YOU upgrade from TAA40104 to TAE40110?**

There are three prerequisites for participating in an upgrade:

1. The applicant must have obtained TAA40104 and supply a copy of this certificate with the transcript of competency units. The Units of Competency that the applicant completed in TAA40104 must map across to TAE40110.

2. The applicant must provide evidence substantiating the currency of their training and assessment skills and knowledge. You MUST supply the following information:
   1. CV / Resume
   2. Position/Job Description
   3. Copy of your TAE40104 with transcript
   4. Evidence of recent professional development
   5. Evidence of recent training and assessment
   6. Third Party verification of your currency and professional development.

**What happens if I cannot demonstrate currency (keeping up to date) with the VET industry?**

We have an RPL process to cater for people who cannot demonstrate currency and those who have an older BSZ40198 qualification.

**What does the RPL involve?**

The majority of evidence is covered by you demonstrating recent experience in training and assessment. Should you not be able to provide this we will supply you with appropriate documentation to gather this evidence.

The RPL process is broken into three parts, these being:

1. Introduction to current VET practice (covers two competencies)
2. Assessment modules including validation of assessment tools (covers four competencies)
3. Course presentation and delivery modules (covers four competencies)
Enrolment form for TAE40110 Upgrade

<table>
<thead>
<tr>
<th>Section (1) Upgrade details</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am applying for an upgrade from TAA40104 to TAE 40110.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section (2) Who is paying for the upgrade, you (student) or employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>I (student) am paying for the upgrade (Tick box) □</td>
</tr>
<tr>
<td>My employer is paying for the upgrade (Tick box) □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section (3) Student Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: (as will appear on your certificate)</td>
</tr>
<tr>
<td>Address (full address)</td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Date of birth:</td>
</tr>
<tr>
<td>Gender M/F:</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Section (4) Employer details – ONLY if your employer is paying the account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Contact Name:</td>
</tr>
<tr>
<td>Contact Position:</td>
</tr>
<tr>
<td>Contact Email:</td>
</tr>
<tr>
<td>Contact Phone:</td>
</tr>
</tbody>
</table>

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<tr>
<th>Section (5) Payment Details – I wish to pay by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Funds Transfer: (BSB: 082-637  Account No.: 19-810-3506 ) (Tick box) □</td>
</tr>
<tr>
<td>Credit Card (Visa and Master Cards ONLY) (Tick box) □</td>
</tr>
</tbody>
</table>

**CREDIT CARD DETAILS**

<table>
<thead>
<tr>
<th>Card Holder Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number:</td>
</tr>
<tr>
<td>Expiry Date: CVV</td>
</tr>
<tr>
<td>Signature:</td>
</tr>
</tbody>
</table>

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Upgrade from TAA40104 to TAE40110 CHECKLIST

1. □ Copy of your TAA40104 with transcript
2. □ CV / Resume
3. □ Position/Job Description, letter of appointment etc.
4. □ Evidence of recent professional development in Training & Assessment
5. □ Third Party - Evidence of recent training and assessment
6. □ Third Party - Verification of your currency and professional development.

Notes on the above evidence:

4. Evidence of recent professional development in Training & Assessment
   □ Such evidence could include at least one of the following:
     □ Attendance of industry conference or forum such as VELG or ACPET conference
     □ Member of HTAN (Hunter Trainers and Assessors Network) or other association
     □ Attendance of course from Department of Education and Training, ACPET or other provider of VET workshops.
     □ Subscription to industry magazine (e.g. RTO Management Magazine).
     □ Attendance at more than one internal workshop from an RTO accompanied by attendance records.
     □ Other forms of appropriate evidence that demonstrate ongoing engagement in VET practice.

5&6. Evidence of recent training and assessment
   □ Your Resume should clearly identify your current industry involvement in training and assessment.
   □ Your Resume is support by your Third Party (Manager) signing the Third Party report on the following page.
Third Party – Endorsement (TAA40104 to TAE40110)
Return this completed form to HIA/Daniels

This section is to be completed by a Referee in support of the following candidate.

RPL Candidate’s Name: ________________________________

Please explain your relationship with the candidate and the period of time you have witnessed the candidate’s skills and knowledge as an industry trainer and assessor.
Relationship: __________________________________________

Period of time in professional relationship: ____________________________

Please check the below items if the candidate has demonstrated competence in:

<table>
<thead>
<tr>
<th>Design Module</th>
<th>Delivery Module</th>
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<tbody>
<tr>
<td>TAEDES402A Use training packages and accredited courses to meet client needs (core)</td>
<td>TAEDES401A Design and develop learning programs (core)</td>
</tr>
<tr>
<td>TAEASS401B Plan assessment activities and processes (core)</td>
<td>TAEDEL301A Provide work skill instruction</td>
</tr>
<tr>
<td>TAEASS301B Contribute to assessment</td>
<td>TAEDEL401A Plan, organise and deliver group-based learning (core)</td>
</tr>
<tr>
<td>TAEASS402B Assess competence (core)</td>
<td>TAEDEL402A Plan, organise and facilitate learning in the workplace (core)</td>
</tr>
<tr>
<td>TAEASS403B Participate in assessment validation (core)</td>
<td>BSB401M401A Make a presentation</td>
</tr>
</tbody>
</table>

You confirm your understanding of the candidate maintaining their currency by actively engaging in professional development in the following areas.

☐ The candidate has maintained their skills and knowledge in their area of expertise
☐ The candidate has maintained their skills and knowledge of the VET sector

A HIA assessor is welcome to contact me if they have questions about this reference.
Email: ___________________________________________ Phone __________________________

I understand that this Third Party reference will be submitted as evidence to support a Recognition of Prior Learning (RPL) application towards the Certificate IV in Training and Assessment (TAE40110).

Referee’s Name __________________________ Signature: __________________________ Date __________
(You can type your name as an electronic signature as an alternative to scanning)
Evidence of recent professional development in Training & Assessment

You must complete this form and return it with your evidence
Please summarise your VET Professional Development over the last 2 years.

Such evidence could include at least one of the following:

☐ Attendance of industry conference or forum such as VELG or ACPET conference
☐ Member of HTAN (Hunter Trainers and Assessors Network) or other association
☐ Attendance of course from Department of Education and Training, ACPET or other provider of VET workshops.
☐ Subscription to industry magazine (e.g. RTO Management Magazine).
☐ Attendance at more than one internal workshop from an RTO accompanied by attendance records.
☐ Other forms of appropriate evidence that demonstrate ongoing engagement in VET practice.

Briefly explain how you have engage in VET professional development

Please provide evidence of the above. Evidence could include – certificates of attendance, signed attendance records, receipts for attending relevant seminars.

OR

I confirm the above information is true and correct. This information can be verified by:

(Name of person who can verify above information) _______________________________

Your relationship to above person: ____________________________

Contact number (for verification purposes): _____________________

Name: _________________________ Signature:___________________ Date:_________