TAA40104 to TAE40110 Upgrade $145

Please note this upgrade does NOT include TAELLN401A - Address adult language, literacy and numeracy skills. It must be completed as a separate subject.

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 $145 for all applicants with TAA40104 who can demonstrate currency (continued practice in the VET sector).

Please note this upgrade does NOT include TAELLN401A - Address adult language, literacy and numeracy skills. It must be completed as a separate subject. Please tick the box on the enrolment form if you wish to enrol in this subject.
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.

Please note this upgrade does NOT include TAELLN401A - Address adult language, literacy and numeracy skills. It must be completed as a separate subject. Tick the enrolment form if you wish to enrol.

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

### Section (1) Upgrade details

<table>
<thead>
<tr>
<th>Details</th>
<th>Fee</th>
<th>Tick box</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am applying for an upgrade from TAA40104 to TAE 40110.</td>
<td>$145</td>
<td></td>
</tr>
<tr>
<td>I wish to apply for TAELN401A - Address adult language, literacy and numeracy skills (special price only for TAA upgrade clients).</td>
<td>$125</td>
<td></td>
</tr>
</tbody>
</table>

### Section (2) Who is paying for the upgrade, you (student) or employer

<table>
<thead>
<tr>
<th>Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I (student) am paying for the upgrade</td>
<td></td>
</tr>
<tr>
<td>My employer is paying for the upgrade</td>
<td></td>
</tr>
</tbody>
</table>

### Section (3) Student Details

<table>
<thead>
<tr>
<th>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>
</tr>
</tbody>
</table>

### Section (4) Employer details – ONLY if your employer is paying the account

<table>
<thead>
<tr>
<th>Details</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>

### Section (5) Payment Details – I wish to pay by:

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Funds Transfer: (BSB: 082-637  Account No.: 19-810-3506 )</td>
</tr>
<tr>
<td>Credit Card (Visa and Master Cards ONLY)</td>
</tr>
</tbody>
</table>

**CREDIT CARD DETAILS**

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Holder Name:</td>
</tr>
<tr>
<td>Card Number:</td>
</tr>
<tr>
<td>Expiry Date:</td>
</tr>
</tbody>
</table>
| Signature:                                                           | CVV
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>Course Assessment Module</th>
<th>Delivery Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ TAEDES402A Use training packages and accredited courses to meet client needs (core)</td>
<td>☐ TAEASS401B Plan assessment activities and processes (core)</td>
<td>☐ TAEDELS301A Provide work skill instruction</td>
</tr>
<tr>
<td>☐ TAEDES401A Design and develop learning programs (core)</td>
<td>☐ TAEASS301B Contribute to assessment</td>
<td>☐ TAEDELS401A Plan, organise and deliver group-based learning (core)</td>
</tr>
<tr>
<td>☐ TAEASS402B Assess competence (core)</td>
<td>☐ TAEASS402B Assess competence (core)</td>
<td>☐ TAEDELS402A Plan, organise and facilitate learning in the workplace (core)</td>
</tr>
<tr>
<td>☐ TAEASS403B Participate in assessment validation (core)</td>
<td>☐ BSBCMM401A Make a presentation</td>
<td></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. (See next page for more information)

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:_________
YOU MUST READ THIS

Evidence of recent professional development in Training & Assessment

As a trainer and assessor in the VET industry you are required to maintain two forms of professional development. This is often confusing for a lot of people.

The first type of professional development you are required to keep is specifically related to the qualifications you are delivering. Most trainers and assessors in the VET sector will be well aware of their RTO’s obligations in keeping current professional development for their industry sector.

Many people are unaware that they are also required to maintain professional development in relation to changes in the VET industry. This professional development is specifically related to your TAE. This is the professional development we are asking you demonstrate on the next page.

This information must also be current professional development. Current means professional development completed in the past 12 months. Any professional development prior to 12 months ago cannot be used as evidence for this TAE application. Some of the things you can do to demonstrate current professional development for your TAE include:

1. attending VET industry functions,
2. reading relevant VET magazine,
3. joining VET LinkedIn groups,
4. attending internal training in relation to current VET practice,
5. joining VET industry association,
6. attending department of education seminars on VET etc,
7. Copies of minutes from internal RTO professional development meetings.

You should be able to provide at least some of the above evidence. Other things you could do to demonstrate currency could include visiting industry websites and summarising current industry practice. These websites could include ASQA, your relevant state Department of Education website, training.gov.au, NCVER website, etc.

Websites such as ASQA will have links to many other relevant websites.

If you are unsure how to demonstrate your VET professional development, please give us a call.