



TAE40110 Certificate IV in Training and Assessment

What is a Certificate IV in Training and Assessment?

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

The TAE program at EIM is designed based on the skill sets you need to be a successful and innovative trainer and assessor. These skill sets will equip you with a foundation for working with training packages, designing learning plans, and delivering/assessing training. So whether you need to complete the entire qualification or just need an upgrade in certain skills areas we can help you move your career along.

What career path am I embarking on if I complete a Certificate IV in Training and Assessment?

If you need to upgrade your current training skills for industry or want an entry-level job as a vocational educational teacher, this course is an excellent choice. Achievement of this qualification (or an equivalent qualification) by trainers and assessors is a requirement of the Australian Quality Training Framework Essential Standards for Registration (Standard 1 as outlined in Appendix 2 of the Users' Guide to the Essential Standards for Registration). Here are some possible jobs you will be preparing for:

- Enterprise Assessor/Trainer
- Registered Training Organisation trainer/assessor
- Vocational Education Teacher
- Training advisor or needs analyst

Once you have completed the *Certificate IV in Training and Assessment*, you can choose to progress on to a *Diploma of Training and Assessment* (TAA50104). This qualification focuses more on leadership and guidance in a wide range of training environments. You can also explore a wide range of other Diploma qualifications to complement your training qualification. Contact EIM Training if you are interested in any other courses.

What does the course cover?

The course comprises of 10 units: 7 core units, plus 3 elective (E) units. All units are competency based and you will be assessed as you progress through each unit or combination of units. The units are grouped into skill sets which enable all participants the flexibility to enrol in the entire program, or in 'modules of skills' as continuing professional development. The Modules are designed around important vocational competencies which build on each other and are interrelated, therefore it is recommended, (but not compulsory), you take the Modules in the following order:

Module 1:

TAEDES402A - Use training packages and accredited courses to meet client needs, and BSBRES401A - Analyse and present research information (E).

Module 2:

TAEDES401A - Design and develop learning programs.

Module 3:

TAEASS401A - Plan assessment activities and

processes, TAEASS502A - Design and develop assessment tools (E), and TAEASS402 - Assess competence.

Module 4: TAEDELS401A - Plan, organise and deliver group-based learning, TAEDEL402A - Plan organise and facilitate learning in the workplace, and BSBCMM401A - Make a presentation (E).

Module 5: TAEASS403A - Participate in assessment validation.

What types of employability skills will I gain from a Certificate IV in Training and Assessment?

This course provides you with the knowledge and skills to contribute effectively within a vocational work environment. Throughout the completion of the program you will have opportunities to practice and advance your:

- **Communication skills:** focusing on the ability to analyse training needs with clients and other people in your workplace, as well as reading, writing and interpreting vocational documents
- **Teamwork skills:** which you will apply to the moderation and validation process. You will also manage professional relationships relating to learning programs and assessment, and engage in communities of practice.
- **Initiative and problem solving:** enabling you to interpret various learning environments and select engaging delivery approaches that meet client's training needs.
- **Planning and self-management skills:** to organise and maintain the learning environment and collect evidence of competency whilst applying vocational and organisational policy.
- **Learning skills:** in order to maintain and continuously improve your industry practice and maintain currency of skills and knowledge.
- **Technology skills:** through the use of computer software programs associated with the presentation of learning resources.

Do I need any qualifications do I need before I enrol?

To be successful in this program you need to be aware you will have to organise and deliver actual training and assessment. This means you need access to an environment where you have the opportunity to engage individuals and small groups in the training and assessment process. You will require basic computer

and internet search skills, as you will be required to complete a certain amount of research and document retrieval involving the internet. To participate successfully in the program you will also need intermediate word processing skills, as you will be required to design and develop your own documents.

How do I take the course?

The Certificate IV in Training and Assessment is delivered as classroom, face to face training with an EIM Training Instructor. These sessions are fun and dynamic and held at your local EIM Training campus. The course runs for 5 weeks, 2 nights per week from 6pm to 9pm.

What are the fees and how can I pay for the course?

The cost of the course is \$1,595.00.

Pay As You Go: Pay a deposit prior to course commencement and then have the balance deducted from your credit card or account each month over an agreed period. In most cases, you will have your certificate before you have paid for your course in full.

For more information on payment plans please contact the office on (07) 4124 6422.

To book your place today contact the Wide Bay Campus on (07) 4124 6422.

Information correct at time of printing.
Course content, prices, dates and times are subject to variation.