



TAE40110 Certificate IV in Training and Assessment (Traineeship)

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
- Vocational education teacher
- Registered training organisation trainer/assessor
- 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:

TAEDS402A - Use training packages and accredited courses to meet client needs, and BSBRES401A - Analyse and present research information (E).

Module 2:

TAEDS401A - 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: TAEDS401A - Plan, organise and deliver group-based learning, TAEDS402A - 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 Assessment can be delivered in the workplace and class room face to face, with additional direct access to an allocated trainer via email and phone support.

EIM Training can provide you with a choice of delivery formats. Simply choose the one that suits you best:

1. As a Traineeship, attracting funding from the Commonwealth Government incentive. Under a New Entrant Traineeship, a staff member undertakes a vocational training qualification while they continue to work in an organisation, increasing productivity through the assessment of skills gaps and adequate training.
2. Through assessment only pathways for students with substantiated work histories & experience in the industry by Recognition of Prior Learning (RPL), and Recognition of Current Competencies (RCC).

If you think you may be eligible for RPL or RCC, contact us to find out more about our admission process.

I want to do it. How can I pay for the course?

Get someone else to pay for it:

You may be eligible for a Government funded place, which means you may be able to obtain this qualification at no cost to you. (see below)*

*Funded schemes available include:

Government Funded Traineeships: Employers who enrol their staff in Government Funded Traineeships may also be eligible for Federal and/or State Government Funding for each trainee, for each course. This can be up to \$4000 for the employer, with extra payroll tax exemptions available for some trainees.

Our team will assist you in your application for appropriate funding.

To find out if you are eligible, contact your nearest campus:

Gold Coast Robina (07) 55 75 75 75

Hervey Bay (07) 4124 6422