

TAE40110 Certificate IV in Training and Assessment

Certificate IV in Training and Assessing (TAE40110) provides a solid understanding of the theoretical and practical components required by trainers and assessors of training package qualifications as determined by the Australian Quality Training Framework (AQTF). This may include formal training in a structured training environment, on-the-job instruction, conducting of workplace assessments, one-to-one training of apprentices, as well as the mentoring and coaching of employees/staff.

Full Course (10 Day Face-to-Face): \$1470.00

Distance Education:
\$1000.00

Apply for RPL:
\$470.00*

(*RPL costing begins from \$470.00 & varies with the amount of time and other requirements)

Upgrade from TAA40104:
From \$200.00* (Additional units may be required)

Limited number of students for each class means plenty of hands-on practice and personalised attention

Rochedale South
Training Room
Or
We Come To You

PHONE NOW
0423 597 744

CONTACT US

PO Box 727
Rochedale South QLD 4123
Email:
admin@alibitraining.com.au



Learning Pathways:

Participants can undertake this qualification through any of the following options:

1. Full Course (Face-to-Face Workshop) – Training & Assessment pathway by attending Face-to-Face workshops (10 Days + post course assignments).
2. Distance Education
3. Recognition of Prior Learning (RPL) / Credit Transfer – which includes candidates who are holders of the Cert IV in Training and Assessment (TAA40104)
4. Assessment only pathway – Completion of assessment activities only

For further information on any of the Learning pathways contact Alibi Training on 0423 597 744

Course Structure:

This is a Nationally Recognised qualification. There are 10 units of competency. Delivery has been arranged into three modules:

Designing Learning Module – (3 day workshop)

- TAEDES401A - Design and develop learning programs
- TAEDES402A - Use training packages and accredited courses to meet client needs

Delivery Training Module – (4 day workshop)

- TAEDEL301A - Provide work skill instruction
- TAEDEL401A - Plan, organise and deliver group-based learning
- TAEDEL402A – Plan, organise and facilitate learning in the workplace
- BSBCMM401A - Make a presentation

Workplace Assessment Module – (3 day workshop)

- TAEASS301A - Contribute to assessment
- TAEASS401A - Plan assessment activities and processes
- TAEASS402A - Assess competence
- TAEASS403A - Participate in assessment validation

ENTRY REQUIREMENTS

There are no prerequisite requirements prior to attending this program, however:

- Participants are required to have sufficient English Language and Literacy skills to plan and deliver training and assessment in a variety of contexts and situations. This requirement includes the ability to collect, organise, analyse and present information from a variety of sources and to write a range of documentation.
- Participants should be working in, or have access to a work environment in which to practice their assessment skills and develop training programs
- Participants will require access to a laptop/desktop and the internet for assessment work

DURATION AND TIMES

A typical (Full-Time) face-to-face training day will consist of the following:

- Duration: 09:00am – 05:00pm
- Morning Tea: 10:00am – 10:15am
- Lunch: 12:30pm – 1:30pm
- Afternoon Tea: 3:10pm – 3:25pm

RECOMMENDED SCHEDULING OF TRAINING DAYS FOR FACE-TO-FACE TRAINING

WEEK 1						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Day 1	Day 2	Day 3	Day 4	Day 5		
WEEK 2						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Day 6	Day 7	Day 8	Day 9	Day 10		

ASSESSMENT STRATEGY

The assessment tasks for each module include short answer questions and projects. The projects allow us to assess your ability to perform training activities in realistic working or simulated conditions. Each project includes guidance notes for satisfactory completion of each task. You may use previously-completed work as the evidence for assigned assessment tasks, provided that the work was recently completed, i.e., within the past year or so. If you're not working as a trainer or assessor, we can help create real or simulated opportunities to complete assessments and project work. Some options include completing projects in your workplace, or designing suitable scenarios with friends or family participating.

THE ASSESSMENT PROCESS

As you complete each required assessment task, you compile your portfolio of evidence and then submit it to us. We will review your portfolio to ensure that your portfolio is logically organised and has addressed each area.

If your portfolio is well organised, we will review and evaluate the evidence provided in your portfolio. If all evidence is of a satisfactory standard, the assessment result will be 'competent' and you will receive a written report that includes the assessment result, detailed feedback, and any recommended action plan to improve the quality of the portfolio or to achieve a competent result. If any evidence is of a 'not yet satisfactory' standard, the assessment result will be 'not yet competent' and, in this case, we will discuss the reasons for this and assist you in the reassessment process.

ASSESSMENT DEADLINES

Assessments for each module should be submitted within six months of the conclusion of training for that module. Assessments can be posted, or emailed to us. If you are unable to submit your completed assessment tasks by the deadline, contact us as soon as possible to negotiate a revised deadline that is reasonable to us both.

ASSESSMENT OBSERVATIONS

A couple of the projects require that someone with a Certificate IV in Training & Assessment (or equivalent) witness you deliver your project and assess your performance.

Additional options could be:

- Ask a workplace colleague or supervisor who has a Cert IV to witness your delivery;
- Video-tape your presentation, transfer it to CD or DVD and mail it to us;
- Complete some of your project work during class (time permitting);
- Arrange for one of our experienced trainers/assessors to witness your delivery (additional charges apply); or
- If you have a training background, seek RPL just for the project components. (Refer to the RPL section below for details.)

ASSESSMENT RESULTS

The possible assessment results are 'Competent', which means that you have earned a statement of attainment for the units of competency assessed, or 'Not Yet Competent' ('NYC'), which means that either the evidence you submitted was of an unsatisfactory standard, or that it was of a satisfactory standard but not all the required evidence was submitted.

If you obtain a 'NYC' result, we will work with you to develop a suitable action plan to achieve competence. We are here to help you not 'fail' you!

Recognition of Prior Learning (RPL) Pathway

RPL is an assessment-only process that lets people with existing skills and knowledge demonstrate their competence without having to be trained first.

You will be exempted from all or some parts of the course by providing documented evidence of your competence in the units. This is suitable if you are able to provide relevant evidence that:

- you already have prior skills, knowledge and experience in training and assessment;
- you have training qualifications (such as the older BSZ40198 or TAA04 Certificate IV in Training and Assessment qualifications); or
- you have completed some of the individual units that comprise the TAE40110 Certificate IV Training and Assessment training package.

RPL is offered to any student who can provide evidence of competency for the units offered within the qualification. A 'Statement of Attainment' will be issued for each of the units of competency against which you are assessed as being competent and, if you meet the requirements in full (i.e., if you are assessed as competent for all ten units of competency), you will be awarded the TAE40110 Certificate IV in Training and Assessment.

Assessment of your competence will be undertaken using a variety of methods and evidence, including:

- Your self-assessment against key criterion;
- Your curriculum vitae (i.e., your résumé);
- Third party testimonial from supervisors, managers or equivalent;
- Provision of relevant workplace documentation;
- Provision of evidence of prior training;
- Workplace observations;
- Demonstrations;
- A one-on-one interview with a qualified assessor; and/or
- Completion of individual or group based assignments.

A combination of all the assessment methods can be used to ensure that you are given every possible opportunity to provide sufficient evidence to demonstrate your competence. We will discuss the methods best suited to your experience and background.

RPL EVIDENCE GUIDE

The following RPL evidence guide provides details of requirements against assessment method:

- Curriculum vitae (mandatory): Your CV should show that you have been actively engaged as a trainer and assessor with a Registered Training Organisation for some time, including within the immediate twelve months preceding this application.
- Written testimonial / referee (mandatory): Provide one third party written testimonial that will verify your currency in training and assessment.
- Supporting statements (mandatory): A valuable form of RPL evidence is supporting statements obtained from those who are familiar with your work and can verify your competency against some or all of the performance criteria.
- Workplace documents (mandatory): You may have access to documents from your workplace that illustrates your claims to competence in particular areas.
- Prior training (optional): To assist in the assessment, you are asked to provide certified copies of any relevant training courses, copies of training certificates or details of training completed in the past five years.
- Professional development (mandatory): Your RPL application will require evidence of ongoing professional development activities you have completed. This includes any activity that contributes to maintaining your competency currency
- Recognition of Prior Learning Process for TAE40110 (E.g. Statement of Attainments)
- Assessment interview (optional): Your assessment interview will be either face-to-face, or by telephone or Skype. The interview should take approximately one to two hours and will provide an opportunity for both you and the assessor to clarify any ambiguous or unclear evidence, and to add extra examples to illustrate your competence.
- Workplace observation (optional): We can directly observe you performing relevant functions and activities in your workplace. Any observations will be made at mutually convenient times.
- Demonstration (optional): This approach allows you to focus your attention and effort in demonstrating your competence through realistic simulation of workplace scenarios. We will discuss the applicability and suitability of a demonstration workshop.
- Group/Individual assignments (optional): All assignments are workplace tasks to be completed over a period of time. They are usually needed only if there are gaps in your competency evidence that cannot be satisfactorily addressed by some other method.

REASONABLE ADJUSTMENT

If a person with a disability meets essential entry requirements, the RTO must make changes or “reasonable adjustments” necessary for that person to perform their course-work.

In most situations, the student with a disability will be able to tell the RTO what he or she needs to be able to study. If necessary, the RTO should also seek advice from disability areas within government departments or organisations that represent or provide services to people with a disability.

Adjustments may include:

- Modifying educational premises. For example, making ramps, modifying toilets and ensuring that classes are in rooms accessible to the person with a disability.
- Modifying or providing equipment. For example, lowering tables
- Changing assessment procedures. For example, allowing for alternative examination methods such as oral exams, or allowing additional time for someone else to write an exam for a person with a disability.
- Changing course delivery. For example, providing study notes or research materials in different formats or providing a sign language interpreter for a deaf person.

CANCELLATION AND FEE REFUND POLICY

Alibi Training Australia will safeguard all fees paid for training and assessing. The RTO will protect fees paid in advance by electronically recording as a liability to the business until the training has been completed.

Where student fees are collected in advance and fees are in excess of \$1000 Alibi Training Australia will invoice each individual student no more than \$1000 prior to the commencement of the course. Following course commencement, Alibi Training Australia will require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student will not exceed \$1500.

- All short courses and workshops require payment to secure enrolment placement prior to course commencement.

- Should a cancellation of enrolment be advised more than 5 working days prior to the course, the student will be automatically enrolled into a future equivalent course, or may request a full refund?
- Should a cancellation of enrolment be advised within 3 - 5 working days prior to the course, no refund is applicable. The full fee will be credited towards other Alibi Training Australia training programs and must be used within 12 months by the enrolled student or nominated and approved substitute or it will be forfeited.
- When a non-attendance occurs (i.e. the course has started and no notice was given) NO REFUND or transfer is applicable and the entire cost of the course will be due and payable in full.
- Course cancellations must be received by Alibi Training Australia in writing to admin@alibitraining.com.au. Participants are urged to contact the RTO if they have not received a 'confirmation of cancellation' within 24 hours of sending the notification to cancel.
- Enrolment is accepted on the basis that the RTO will not be held liable for costs incurred due to course cancellation. The RTO endeavours to give notice as early as possible of any course changes.
- Course dates and fees are subject to change without prior notice.
- Students who have a complaint with the application of the cancellation and refund policy may take action in accordance with the Complaint and Appeal Procedure.

ABOUT US

Alibi Training Australia are recognised training specialists for businesses' needing professional employee development training. Unlike other training organisations Alibi Training provides focused delivery methods combined with progressive assessment and practical interaction, reducing the amount of time your staff is away from their roles. Having a limited number of students for each class means plenty of hands-on practice and personalised attention.

CONTACT DETAILS

Alibi Training Australia
 PO Box 727, Rochedale South, QLD, 4123
 Phone: 0423 597 744
 Email: admin@alibitraining.com.au

FREQUENTLY ASKED QUESTIONS

1. What does Alibi Training Australia provide?

Alibi Training Australia provides a very comfortable and relaxed learning environment at all of its venues. All students receive comprehensive learning materials, including student notes and guides, and a USB or CD with electronic versions of all learner materials, and lots of added extras.

2. What do I need to have access to, at home, throughout the workshop?

All students will need access to the following resources, during the face-to-face workshop (full-time and part-time):

- Desktop computer (or laptop) and the internet, to prepare for presentations delivered throughout the course, and
- Colour or black and white printer, and
- Photocopying facilities (Officeworks, local library etc.)

Note: These facilities are NOT available at any of our training venues.

3. What sort of computer skills do I need?

If you can send and receive emails, access various sites on the internet, and have basic computer skills, then you will have no problem. Your Post Workshop Assessment Booklets will also be provided in electronic format, enabling you to complete your work easily on the computer.

Note: All students MUST have access to a computer and the internet to complete the post workshop assessments

4. What do I need to bring with me?

- Writing implements (e.g. note paper, pens, pencils, highlighters etc.).

- A photocopy of your driver's licence (or other photo id) with you on the first day. (This is to go in your student records for identification purposes.)

Note: If you will NOT be residing at your home during the Full-Time workshop, we suggest that you contact Alibi Training Australia for further details of the materials/equipment that you may need to bring with you, for the duration of the class.

5. Refreshments

Alibi Training Australia will provide biscuits for morning and afternoon tea, as well as continuous coffee and tea. You will need to supply your own lunch.

6. Are there any Pre-requisites?

- You will be required to complete a number of written and oral / verbal assignments in this course, which requires a substantial working knowledge of the English language.
- If you have any doubt as to your ability to complete written or oral / verbal assignments in English, please contact Alibi Training Australia – 0423 597 744.

7. Will you recognise my work and life experiences?

You may be eligible for recognition of relevant, documented life and work experience. For example, you may have completed formal training, on-the-job training, or community / volunteer work that have taught you skills relevant to this course. For further information, please read the section of this Information Sheet regarding Recognition of Prior Learning (RPL) and Credit Transfer (CT), or contact Alibi Training Australia – 0423 597 744.

8. Will overseas qualifications be recognised by Alibi Training Australia?

If you have overseas qualifications or training experience from another country, in the same field of study for which you are applying, you may be able to receive RPL / CT for all or some units within the program. For further information, please read the section of this Information Sheet regarding Recognition of Prior Learning (RPL) / Credit Transfer (CT), or contact Alibi Training Australia – 0423 597 744.

9. Is there any other documentation I need to read?

Yes.

- Code of Practice containing detailed information on our administrative and support services.
- These documents can also be read and downloaded from our website www.alibitraining.edu.au

10. What happens after I submit my Enrolment Form?

- After your Enrolment Form has been submitted, you will be contacted by email from Alibi Training Australia acknowledging the receipt of your Enrolment Form.
- An invoice, for course fees, will then be emailed to you or your chosen company /department.
- A \$200 non-refundable deposit is required within 3 working days of your Enrolment Form being submitted.

NOTE: YOUR ENROLMENT WILL NOT BE CONFIRMED UNTIL THIS DEPOSIT HAS BEEN PAID.

11. How and when will my Enrolment be confirmed?

- Enrolment is confirmed once at least a \$200 payment has been received by Alibi Training Australia
- Following a confirmation email and Alibi Training Australia Trainer and Assessor will contact you directly.

**For further information contact:
info@alibitraining.com.au
Phone 0423 59 77 44**