

Vocational Pathways®

Education ~ Training ~ eLearning

Registered Provider No. 21230



TAA40104 Certificate IV in Training and Assessment

Course Aims & Objectives

This course is designed for people for whom training is a large part of their job within a structured assessment and training system. These people would have responsibility for training program development, and delivery and assessment of training to trainees or employees. The aims of the Training and Assessment program are to:

- provide participants with the knowledge and skills to achieve competencies that will enable them to assume responsibilities for training and assessing others within a work environment; and,
- provide specialist assessment and training competencies that are required by people responsible for designing, implementing, managing and evaluating assessment and training systems.

Entry Requirements & Prerequisites

Participants will be expected to be working the vocational education and/or have demonstrated an aptitude for and interest in vocational assessment and training. There are no specific prerequisites for this course. Participants will not be required to undertake a work placement. However, it is strongly recommended that participants be currently employed and that their position is appropriate and relevant to the training they propose undertaking. VIT registered teachers should contact Vocational Pathways for information regarding recognition of prior learning.

Completion Requirements

Achievement of 12 compulsory units of competence and 2 required electives is needed for completion of the qualification. The units of competence and nominal hours are as follows:

Stage 1 Learning Environment

TAAENV401B *Work Effectively in VET* (10)
TAAENV402B *Foster & Promote an Inclusive Learning Culture* (10)
TAAENV403B *Ensure a Healthy & Safe Learning Environment* (10)

Stage 2 Learning Design

TAADES401B *Use Training Packages to Meet Client Needs* (20)
TAADES402B *Design & Develop Learning Programs* (40)

Stage 3 Plan Delivery & Facilitation

TAADEL401B *Plan & Organise Group-Based Delivery* (20)
TAADEL403B *Facilitate Individual Learning* (15)
TAADEL404B *Facilitate Work-Based Learning* (15)

Stage 4 Assessment

TAAASS401C *Plan & Organise Assessment* (10)
TAAASS402C *Assess Competence* (15)
TAAASS403B *Develop Assessment Tools* (30)
TAAASS404B *Participate in Assessment Validation* (20)

Stage 5 Required Electives (select two (2) only)

TAALLN401B *Address language, literacy and numeracy issues within learning and assessment practice* (30)
TAATAS401B *Maintain information requirements of training and/or assessment organisations* (40) (BSZ40198 Upgrade)
TAADEL402B *Facilitate Group-Based Learning* (20)
BSBLED401A *Develop teams and individuals* (40)

Delivery & Assessment

Vocational Pathways offers several delivery options in order to enable participants to structure their training in the context of their current commitments. Training and assessment may involve a combination of independent and guided learning, online learning, written assignments and practical workplace tasks.

Delivery Options and Course Fees *

Mode of Delivery	Course Fees* GST EXEMPT
Full Course – Flexible Delivery with Tutor Support Participants will be able to complete the course offsite via distance learning, with online tutor support available for the duration of the course.	\$2,198.00
Bridging Course – Flexible Delivery with Tutor Support For participants who have completed the BSZ40198 Certificate IV in Assessment and Workplace Training. Participants will be able to complete the course offsite via distance learning, with online tutor support available for the duration of the course.	\$660.00

* Teachers in Catholic Schools may be eligible for a rebate of 75% on all course fees

Course fees include training manuals, assessment descriptors, RPL fees, certification fees, and all administration charges. Participants will need to supply their own computer diskettes/blank CDs and stationery.

Articulation & Pathways

Participants completing this program will have met the requirements for TAA40104 Certificate IV in Training and Assessment. Participants may wish to enrol in TAA50104 Diploma of Training and Assessment.

Recognition of Prior Learning (RPL)

Participants may apply for course credits, advanced standing or exemptions if they are able to provide evidence that demonstrates that they have attained competency. Competency may have been attained through formal and informal training, work experience and life experience. Requests for RPL should be accompanied by a detailed CV and *certified* copies of qualifications. RPL assessment fees are \$157.00 per Unit for the full course and \$110.00 per Unit for the bridging course..

Recognition of AQF Qualifications & Statements of Attainment

An important feature of the Australian Quality Training Framework is the mutual recognition of training organisations and qualifications including Statements of Attainment. As a registered training organisation Vocational Pathways accepts the credentials issued by another registered training organisation based in any State/Territory of Australia. We undertake to ensure that all Certificates and Statements of Attainment issued by any other registered training organisation are accepted as valid. Equally, the Qualifications and Statements of Attainment issued by Vocational Pathways will be recognised Australia wide under these arrangements.

Equity & Access

Equity is a term used to cover issues relating to access to VET, participation in VET, and achievement of outcomes in VET. Equity issues range from providing a supportive learning environment to adjusting assessments to meet individual circumstances, from policies on fee reduction to development of inclusive training materials. Basically, equity refers to the ability to achieve results in training and to receive training in an inclusive environment with inclusive materials. An inclusive environment or set of materials is one that acknowledges and values the differences between people and cultures. It includes rather than excludes. We are committed to ensuring that all prospective clients are able participate and have the opportunity to build on their potential, make choices and receive responsive and appropriate products and services. Whilst the destination for all learners may be the same (i.e. demonstrating competence to the standard required), the journey may be different. For example, some learners may gain their credential through skills recognition, while others may complete the training before being assessed. Some learners may need more time than others, for example because of their family responsibilities or because they are mature aged learners returning to learning after a long break. We aim to ensure equity by being flexible and responsive and avoiding a 'one size fits all' solution to training and assessment. Access generally refers to the ability to enter training. Our commitment to improving access includes improving physical access to the training venues, ensuring that selection criteria do not discriminate against clients, and adapting marketing activities to encourage all participants.

Further Information

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Mail: PO Box 83 Elsternwick VIC 3185

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TAA40104

Certificate IV in Training & Assessment



ENROLMENT APPLICATION

Please indicate your current or proposed training / teaching VET industry area(s)

Agriculture <input type="checkbox"/>	Clothing <input type="checkbox"/>	Fitness <input type="checkbox"/>	Multimedia <input type="checkbox"/>
Applied Language..... <input type="checkbox"/>	Community Recreation <input type="checkbox"/>	Furnishing..... <input type="checkbox"/>	Music Industry..... <input type="checkbox"/>
Automotive <input type="checkbox"/>	Community Services <input type="checkbox"/>	Health <input type="checkbox"/>	Outdoor Recreation <input type="checkbox"/>
Aviation <input type="checkbox"/>	Dance <input type="checkbox"/>	Horticulture <input type="checkbox"/>	Retail Operations <input type="checkbox"/>
Beauty <input type="checkbox"/>	Electrotechnology..... <input type="checkbox"/>	Hospitality <input type="checkbox"/>	Seafood Industry <input type="checkbox"/>
Building & Construction <input type="checkbox"/>	Engineering <input type="checkbox"/>	Information Technology..... <input type="checkbox"/>	Small Business <input type="checkbox"/>
Business..... <input type="checkbox"/>	Equine Studies <input type="checkbox"/>	Laboratory Skills..... <input type="checkbox"/>	Transport & Distribution.... <input type="checkbox"/>
Cisco <input type="checkbox"/>	Financial Services <input type="checkbox"/>	Land Conservation..... <input type="checkbox"/>	Other _____ <input type="checkbox"/>

Current Occupation _____

Referring Agency
(complete only if applicable, otherwise leave blank)

RoadScholars Training

Moving Forward Business Training

CareerMap

Sarah Pavy Educational Consulting

Seventh Day Adventist Church

Other (please specify)

COURSE DETAILS/FEEES

Please indicate by ticking (✓) the Course Units in which you wish to enrol or for which you intend seeking RPL

SELECT ONE DELIVERY OPTION ONLY

Flexible Delivery & Mentoring **BSZ40198 Bridging Course**

COMPULSORY CORE

TAAENV	4	0	1	B	Work Effectively in Vocational Education & Training	<input type="checkbox"/>	<input type="checkbox"/>
TAAENV	4	0	2	B	Foster and Promote an Inclusive Learning Culture	<input type="checkbox"/>	<input type="checkbox"/>
TAAENV	4	0	3	B	Ensure a Healthy and Safe Learning Environment	<input type="checkbox"/>	<input type="checkbox"/>
TAADES	4	0	1	B	Use Training Packages to Meet Client Needs	<input type="checkbox"/>	<input type="checkbox"/>
TAADES	4	0	2	B	Design and Develop Learning Programs	<input type="checkbox"/>	
TAADEL	4	0	1	B	Plan and Organise Group-Based Delivery	<input type="checkbox"/>	
TAADEL	4	0	3	B	Facilitate Individual Learning	<input type="checkbox"/>	<input type="checkbox"/>
TAADEL	4	0	4	B	Facilitate Work-Based Learning	<input type="checkbox"/>	
TAAASS	4	0	1	C	Plan and Organise Assessment	<input type="checkbox"/>	
TAAASS	4	0	2	C	Assess Competence	<input type="checkbox"/>	
TAAASS	4	0	3	B	Develop Assessment Tools	<input type="checkbox"/>	
TAAASS	4	0	4	B	Participate in Assessment Validation	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED ELECTIVES (select two (2) only)

TAADEL	4	0	2	B	Facilitate Group-Based Learning	<input type="checkbox"/> *	
TAALLN	4	0	1	B	Address language, literacy and numeracy issues within learning and assessment practice	<input type="checkbox"/> *	
BSBLED	4	0	1	A	Develop teams and individuals	<input type="checkbox"/>	
TAATAS	4	0	1	B	Maintain information requirements of training and/or assessment organisations (BSZ Bridging Credit Only)		

A Tax Invoice for course fees will be sent with your letter of enrolment. You will need to pay the Tax Invoice to finalize enrolment.

TOTAL FEES DUE **

\$2,198.00	\$660.00
<input type="checkbox"/>	<input type="checkbox"/>
GST EXEMPT	

NB: Clients located in non-metropolitan areas may incur charges for travel / accommodation.

* VIT Registered Teachers should select these two electives

** Teachers in Catholic Schools may be eligible for a 75% rebate on all course fees

PLEASE COMPLETE DECLARATION ON NEXT PAGE

APPLICANT'S DECLARATION

I declare that the information on this form is, to the best of my knowledge, true, correct and complete.

I acknowledge Vocational Pathways' course fee and refund policy whereby course fees are only refundable prior to commencement of the course and that no refunds shall be made once the applicant has commenced the course. The course shall be deemed to have commenced upon confirmation of enrolment.

I acknowledge that enrolment and/or issuing of assessments may be delayed, or withheld, unless full payment is received within 28 days of confirmation of enrolment. Payment will be deemed not to have been made until funds are transferred or cheques are cleared.

I hereby authorise Vocational Pathways to release information concerning my student record to Government departments. I understand that, other than in order to verify information provided in this by the applicant, no other disclosure to third parties of any and all information shall be made by Vocational Pathways without prior written authorisation from the applicant.

I understand that my enrolment in the course(s) may be terminated should I not meet the course assessment requirements within **12 months** from the time of enrolment. I also understand that should my enrolment be terminated a Statement of Attainment shall be issued for unit(s) successfully completed and that I will be required to pay additional course fees should I wish to re-enrol at a later date.

I understand that my enrolment may be terminated and all fees forfeited should any course work, or part thereof, submitted by me for assessment be found to be plagiarised, copied without acknowledgement or not my own, where it is clear that I present and submit it as my own work. I also acknowledge that Vocational Pathways Policies and Procedures for Fees & Refunds, Recognition of Prior Learning, Complaints and Appeals, and Privacy may all be downloaded from the RTO's website www.vocationalpathways.com

SIGNATURE OF APPLICANT

DATE

OFFICE USE
PROCESSED
<input type="text"/>
DATE
<input type="text"/>

Mail To
Course Enrolment Officer
Vocational Pathways
PO Box 83
ELSTERNWICK VIC 3185

Recognition of Prior Learning (RPL) Assessment

OFFICE USE ONLY