



Certificate IV in Training & Assessment On - Line

TAA40104 Certificate IV in Training and Assessment

Course Overview

The Certificate IV in Training and Assessment is designed to provide people with the skills and knowledge to understand and implement competency-based training in the workplace. Course participants will gain the skills to design, deliver and assess training programs. It is based on the policies and procedures of the Australian Quality Training Framework working in a Registered Training Organisation environment.

This development program is offered through our on-line e-learning platform. This means the participant can undertake learning activities at a time and place convenient to workplace demands without having to leave the work site to attend workshops.

All that is required is access to a computer

and the internet. IPS also has experience consulting to determine blended delivery methods where applicable.

An initial induction into the program is provided at the time of enrolment when we assess and recognise existing skills the participant may possess. This enables them to receive advanced-standing in the program and allows us to focus on the skills they need to develop.

A coach is allocated to the participant and is available on-line or by phone Monday to Friday during working hours. Assessments are completed and submitted on-line to our qualified assessors who provide feedback in a timely manner.

Target Audience

- Training & Assessment Officer
- Workplace Trainer
- Workplace Assessor



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Total Number of Units Required for Qualification - 14

12 Core Units Required:

- Work effectively in vocational education and training
- Foster and promote an inclusive learning culture
- Ensure a healthy and safe learning environment
- Use Training Packages to meet client needs
- Design and develop learning programs
- Plan and organise group-based delivery
- Facilitate work-based learning
- Facilitate individual learning
- Plan and organise assessment
- Assess competence
- Develop assessment tools
- Participate in assessment validation

Elective Units - Choose 2 appropriate to the trainee's role:

- Participate in a quality audit
- Develop teams and individuals
- Promote products and services
- Build client relationships and business networks
- Analyse and present research information
- Provide training through instruction and demonstration of work skills

- Facilitate group-based learning
- Develop innovative ideas at work

Registration and Enquiries

Contact IPS Institute to organise enrolment today

Phone: (07) 3841 8011

Email: info@ipspeople.com

Website: www.ipspeople.com