



## TAE40110 - Certificate IV in Training & 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.

You will learn to guide students through the learning process in a professional and efficient manner. You will draw upon your vast experience across vocational subject areas in order to facilitate positive student outcomes. This course takes you through the process of delivering vocational training, which is built on a solid understanding of the competency based learning environment.

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

### Who should participate?

This course is crucial for anyone wanting to become a skilled trainer and assessor in the workplace or in the vocational or in the vocational education and training sector. This also includes:

- Training & Assessment Officer
- Workplace Trainer
- Workplace Assessor
- RTO trainer
- RTO Assessor
- Training adviser or training needs analyst
- Vocational Education Teacher



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### Key Benefits and Learning Outcomes

After successfully completing this program and all assessments, participants will be able to:

#### Understand the competency based learning environment:

- work effectively in vocational education and training
- foster and promote an inclusive learning environment
- ensure a healthy and safe learning environment

#### Design competency based training programs:

- use training packages to meet client needs
- design and develop learning programs

#### Deliver competency-based training programs:

- provide training through instruction and demonstration of work skills
- facilitate individual learning
- facilitate work based delivery
- plan and organise group based delivery

#### Assess competency:

- plan and organise assessment
- assess competence
- design assessment tools
- participate in assessment validation

### Total Number of Units Required for Qualification - 10

#### 7 Core Units Required:

- TAEASS401A Plan assessment activities and processes
- TAEASS402A Assess Competence
- TAEASS403A Participate in assessment validation
- TAEDEL401A Plan, organise and deliver group based learning
- TAEDEL402A Plan, organise and facilitate learning in the workplace
- TAEDES401A Design and develop learning programs
- TAEDES402A Use training packages and accredited courses to meet client needs

#### Elective Units - Choose 3 appropriate to the trainee's role:

- TAEASS301A Contribute to Assessment
- TAEDEL301A Provide work skill instruction
- BSBCMM401A Make a presentation

### Registration and Enquiries

Contact IPS Institute to organise enrolment today

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Website: [www.ipspeople.com](http://www.ipspeople.com)