



Certificate IV in Training and Assessment TAA40104

The Certificate IV in Training and Assessment TAA40104 is a nationally-recognised qualification that is the minimum standard required to deliver and assess training for the purposes of awarding qualifications under the Australian Qualifications Framework (AQF). Participants who complete this course will also gain the knowledge and skill to develop non-accredited training courses and accompanying resources.

NB For people who already hold the “old” Certificate IV in Assessment and Workplace Training BSZ40198, an upgrade or bridging course is also available. For the sake of convenience, where possible the training dates are embedded in the full Certificate IV program dates. (See separate course brochure on Upgrade/Bridging course).

For people who do not desire the full qualification at the moment, an “Industry Workplace Trainer and Assessor” course is embedded, which incorporates a Workplace Training subject and three Workplace Assessor subjects. The remainder of the units or subjects can be undertaken at a later date to complete the full qualification if desired (See separate course brochure on Industry Workplace Trainer and Assessor).

Who should attend:

This course is valuable for people who are new to the training industry, or who are experienced, but without current qualifications. It will be of great benefit to HR practitioners, managers and supervisors, consultants, training coordinators or anyone for whom training is likely to form a key part of their work role.

Course Delivery and Support:

- 12 days of face-to-face, block training sessions conducted at a central location
- Monthly on-line tutorials using web-based software
- An coaching session, conducted at the end of the program
- Learner’s Toolkit - containing text books, self-assessment tools, appropriate assessment tasks and headset for people participating in on-line tutorials
- Ongoing email and phone support
- Formal assessment of evidence and project work undertaken throughout the program.
- This course is “hands-on” and participants will be developing resources that are relevant to their jobs as they progress through the program

Local Government Training Institute

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Duration:

12 non-consecutive days, face to face. Participants will also need to complete project based work in their own time.

You may find shorter courses, but please consider:

- 12 days are required to become a competent trainer and assessor ready to work in the training industry
- unlike courses on the market that are shorter, participants will be competent trainers able to unpack training packages and turn units of competency in to quality training materials
- participants are encouraged to bring work tasks so training materials can be developed to benefit their employer/organisation
- delivered by experienced trainers with vast knowledge of work-based training for private enterprise
- participants have access to templates, guides and other materials
- this course also caters to those who do not deliver accredited training; on completion of training they should be able to plan, construct and deliver training on almost anything

Assessment Tasks

Participants will be required to complete assessment task in the workplace, outside of the scheduled training workshops.

Recognition of Prior Learning

Recognition of prior learning will be available. Further information will be provided during the course orientation training day.

Fees payable to Local Government Training Institute

- ✓ \$3,000 GST free

How to obtain further details and apply for the course

For further details and an enrolment package, please contact:

Client Liaison and Support Officer

Ph: 4922 2342

rochellet@lgti.com.au

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	Units
Workshop 1	TAAENV401B - Work effectively in vocational education and training TAAENV403B - Ensure a healthy and safe learning environment
Workshop 2	TAADEL301C - Provide training through instruction and demonstration of work skills
Workshop 3	TAADES401B - Use Training Packages to meet client needs
Workshop 4	TAALLN401B Address Language literacy and numeracy issues within learning and assessment practice TAADES402B - Design and develop learning programs TAADEL401B - Plan and organise group-based delivery
Workshop 5	TAADEL403B - Facilitate individual Learning TAADEL404B - Facilitate work-based Learning TAAENV402B - Foster and promote an inclusive learning culture
Workshop 6	TAAASS401C – Plan and Organise Assessment TAAASS402C – Assess Competence TAAASS403B – Develop Assessment Tools TAAASS404B - Participate in Assessment Validation
Coaching Day	To assist participants to complete any outstanding tasks
Regular Online Tutorials	Ongoing support for participants, live tutorials, headsets supplied for each participant

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