

# Certificate IV in Training and Assessment (TAA40104) - Upgrade

This program is designed to bridge the gap between Certificate IV in Workplace Training and Assessment BSZ40198 and Certificate IV in Training and Assessment TAA40104.

It will provide holders of the previous BSZ40198 an opportunity to update their knowledge and receive a Certificate IV in Training and Assessment (TAA40204).

The revised qualification is very different from the qualification it has replaced and is not regarded as equivalent.

## **Course Delivery and Support:**

- 5 days of non-consecutive face to face sessions, held at the Local Government Training Institute. Participants will also need to complete project based work in their own time.
- On-line tutorials using web-based software
- A 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

## **Fees payable to Local Government Training Institute**

- ✓ \$1,550 GST free

## **Who should attend the course:**

Trainers, facilitators, learning and development managers and specialists who currently hold a Certificate IV in Workplace Training and Assessment BSZ40198

## **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

## **Local Government Training Institute**

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	Units
Workshop 1	TAAENV401B - Work effectively in vocational education and training TAAENV403B - Ensure a healthy and safe learning environment
Workshop 3	TAADES401B - Use Training Packages to meet client needs
Workshop 5	TAADEL403B - Facilitate individual Learning TAADEL404B - Facilitate work-based Learning TAAENV402B - Foster and promote an inclusive learning culture
Workshop 6	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

### Evidence Required for Upgrade

To complete the upgrade to the new Certificate IV in Training and Assessment (TAA40204) each participant must provide:

- An endorsed copy of the relevant BSZ qualification, together with a transcript. Copies must be certified.
- A Curriculum Vitae (CV) and job description, supported by current evidence,
- Evidence of the candidate’s currency of practice for each of the 7 units for which there is equivalency. Evidence would be documents such as a third party report, documentation of a recent program or project, a recent report etc, that attests to the **currency for each unit**. The units are:
  - TAADES402B Design and develop learning programs
  - TAADEL301C Provide training through instruction and demonstration of work skills (elective unit)
  - TAADEL401B Plan and organise group-based delivery
  - TAADEL402B Facilitate group-based learning (elective unit)
  - TAADEL404B Facilitate work-based learning
  - TAAASS401C Plan and organise assessment
  - TAAASS402C Assess competence
  - TAADEL403B Facilitate individual learning

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