



Certificate IV in Training and Assessment TAE40110

The Certificate IV in Training and Assessment TAE40110 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 Training and Assessment (TAA40104), 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:

- 11 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 and appropriate assessment tasks
- 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:

11 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:

- 11 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

Please contact the Business Development Team for more details on the fees applicable for this course.

How to obtain further details and apply for the course

For further details and an enrolment package, please contact our Business Development Team on 02 4922 2333 or email reception@lgti.com.au.



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Training Calendar – commencing 2011

Certificate IV in Training and Assessment - TAE40110

	Units
Workshop 1	TAEDES402A Use training packages and accredited courses to meet clients needs (Core)
Workshop 2	TAEDES401A Design and develop learning programs (Core)
Workshop 3	TAEDEL301A Provide work skill instruction (Elective) BSBCMM401A Make a presentation (Elective)
Workshop 4	TAEDEL401A Plan, organise and deliver group based learning (Core) TAEDEL402A Plan, organise and facilitate learning in the workplace (Core)
Workshop 5	TAEDEL404A Mentor in the workplace (Elective)
Workshop 6	TAEASS401A Plan assessment activities and processes (Core) TAEASS402A Assess competence (Core) TAEASS403A Participate in assessment validation (Core)
Coaching Day	To assist participants to complete any outstanding tasks

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