

Industry Workplace Trainer and Assessor

(a short course leading to the Certificate IV in Training and Assessment TAE40110)

This 6 day program is designed for those are required to deliver and / or assess the competence of employees in either a classroom or workplace training situation. It will provide the skills and knowledge to plan, and deliver training sessions, with lots of practical tips on making the training and assessment process interactive and engaging.

Course Delivery and Support:

- Face to face sessions, held at the Local Government Training Institute. Participants will also need to complete project based work in their own time.
- 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

Who Should Attend the Course?

This qualification is ideally suited to people who are training and assessing competencies in a workplace/industry related environment.

Training Calendar – Commencing in 2011

Workshop 1 (2 days)	<ul style="list-style-type: none"> • TAEDEL301A – Provide work skill instruction • BSBCMM401A – Make a presentation
Workshop 2 (4 days)	<ul style="list-style-type: none"> • TAEASS401A – Plan assessment activities and processes • TAEASS402A – Assess Competence • TAEASS403A – Participate in assessment validation
Coaching Day	To assist participants to complete any outstanding tasks



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Assessment Requirements

Participants will be required to do assessment tasks. Please note that some of these assessment tasks are completed in the workshops, but some tasks will need to be completed at the work place or in the participants own time.

UNIT	ASSESSMENT REQUIREMENTS
TAEDEL301A Provide work skill instruction	Delivery of three training sessions involving demonstrating and instructing of particular work skills for different groups. Each session must address different learning objectives, a range of techniques and effective communication skills appropriate to the audience.
BSBCMM401A Make a Presentation	Prepare, deliver and evaluate the effectiveness of at least two presentations related to the occupation or area of interest AND demonstrate knowledge of the principles of effective communication.
TAEASS401A Plan assessment activities and processes	Plan and organise the assessment process on a minimum of two occasions . The evidence collected must: <ul style="list-style-type: none"> ▪ Address the provision of documented assessment plans ▪ Cover a range of assessment events ▪ Cater for a number of candidates ▪ Relate to different competency standards or accredited curricula ▪ Address an RPL assessment ▪ Involve the contextualisation of competency standards and the selected assessment tools, where required. ▪ Incorporate consideration of reasonable adjustment strategies
TAEASS402A Assess Competence	Carry out assessment of a number of candidates, assessed against different units of competency or accredited curricula, following the relevant assessment plan
TAEASS403A Participate in assessment validation	Active participation in a minimum of two validation sessions/meetings which in combination, address the critical aspects of validation using different validation approaches and activities. <ul style="list-style-type: none"> ▪ Record of contribution to validation findings

How to obtain further details and apply for the course

Please contact our Business Development Team on 02 4922 2333 or email reception@lgti.com.au.