

Industry Workplace Trainer and Assessor

(a short course leading to the Certificate IV in Training and Assessment TAA40104)

This 5 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:

- 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

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 September 2010

Workshop 1	<ul style="list-style-type: none"> • TAADEL301C - Provide training through instruction and demonstration of work skills
Workshop 2	<ul style="list-style-type: none"> • TAAASS401C – Plan and Organise Assessment • TAAASS402C – Assess Competence • TAAASS403B – Develop Assessment Tools • TAAASS404B - Participate in Assessment Validation

Local Government Training Institute

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Participants will be required to do the following tasks. Some of these assessment tasks are completed in the workshops, but some tasks will need to be completed place or in the participants own time.

<p>TAADEL301C Provide training through instruction and demonstration of work skills</p>	<p>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</p>
<p>TAAASS401C Plan and organise Assessment</p>	<p>Plan and organise the assessment process on a minimum of two occasions. The evidence collected must:</p> <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
<p>TAAASS402C Assess Competence</p>	<p>Carry out assessment of a number of candidates, assessed against different units of competency or accredited curricula, following the relevant assessment plan</p>
<p>TAAASS403B Develop Assessment Tools</p>	<p>The development and trialling of new assessment tools that support a range of different assessment methods</p> <ul style="list-style-type: none"> ▪ The tools must address at least three units of competency or accredited curricula, packaged in qualifications at different AQF levels
<p>TAAASS404B Participate in Assessment Validation</p>	<p>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</p> <ul style="list-style-type: none"> ▪ record of contribution to validation findings

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

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