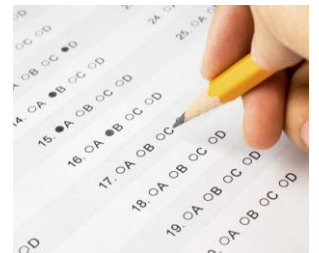




CASTLE PERSONNEL

CASTLE PERSONNEL SERVICES LTD



TAE40110
**CERTIFICATE IV IN
TRAINING AND ASSESSMENT**

COURSE INFORMATION

CERTIFICATE IV IN TRAINING AND ASSESSMENT (TAE40110)

What is the Certificate IV in Training and Assessment?

This is the essential qualification for people wanting a career as a trainer and assessor. Castle Personnel offers this course with a focus on working in the employment training and community services industries.

Workplace Trainers

Many employers request the TAE40110 in selection criteria for teaching and workplace training positions. It is a well recognised and valued professional qualification. The full TAE is required for trainers who are required deliver the TAE qualification , vocational courses and accredited training in a Registered Training Organisation.

Workplace Supervisors and Assessors

If you conduct assessment only, then as a minimum, you need to complete three of the Assessment units to become a recognised Workplace Assessor. These are called skills sets. Other skills sets that are available if the full qualifications is not required: Workplace Supervisor , Enterprise Trainer and Enterprise Trainer and Assessor.

Castle Personnel TAE workshops suit busy people and your workplace.

Our series of workshops can be taken step by step to suit your work and time availability. We offer the TAE qualification over 12 weeks, 1 day a week to suit busy people. You can choose to enrol only in the workshops that you need.

Mapping TAA40104 TO TAE40110

Many people gained the “old” Certificate IV in Training and Assessment (TAA40104).

This is still a recognised training qualification but you will eventually need to upgrade for professional development BY 2012. Some revised Training Packages require trainers and assessors to upgrade to TAE40110.

You do not need to do the full qualification all over again. The TAE qualification has 10 units.

TAA Code and Title 14 core and 2 electives	TAE Code and Title 7 core and 3 electives	Equivalent	Action
TAAENV401B Work effectively in VET	Aspects incorporated into DES units . DELETED	NO	Covered in design units DES401 and DES402
TAAENV402B Foster And Promote An Inclusive Learning Environment	Aspects incorporated into DES and DEL units DELETED	NO	Covered in design and delivery units DES401 and DES402
TAAENV403B Ensure A Healthy And Safe Learning Environment	Range , knowledge and skills covered in all units DELETED	NO	Covered in all units - embedded

TAADES401B Use Training Packages To Meet Client Needs	TAEDES402A Use Training Packages And Accredited Courses To Meet Client Needs (CORE)	NO	Some elements of the ENV units are embedded - enhanced
TAADES402B Design And Develop Learning Programs	TAEDES401A Design And Develop Learning Programs (CORE)	NO	Some elements of the ENV units are embedded - enhanced
TAADEL401B Plan And Organise Group-Based Delivery	TAEDEL401A Plan, Organise And Deliver Group-Base Learning (CORE)	YES ##	Units are merged to be come equivalent to the new TAE unit.
TAADEL402B Facilitate Group-Based Learning (elective)			
TAADEL403B Facilitate Individual Learning	TAEDEL402A Plan, Organise And Facilitate Learning In The Workplace (CORE)	YES ##	Units are merged to be come equivalent to the new TAE unit.
TAADEL404B Facilitate Work-Based Learning			
TAADEL301B Provide Training Through Instruction And Demonstration Of Work Skills (Elective)	TAEDEL301A Provide Work Skill Instruction (Elective)	YES ##	Use new TP unit
TAAASS401C Plan And Organise Assessment	TAEASS401A Plan Assessment Activities And Processes. (CORE)	NO	Unit is enhanced to include additional element on developing simple assessment tools
TAAASS402C Assess Competence	TAEASS402A Assess Competence (CORE)	YES ##	Use new TP unit
TAAASS403A Develop Assessment Tools	TAEASS502A Design And Develop Assessment Tools (ELECTIVE)	No	Now a diploma level unit - has been enhanced to make a clearer distinction between tools and instruments
TAAASS404A Participate In Assessment Validation	TAEASS403A Participate In Assessment Validation (CORE)	Yes ##	Use new TP unit
	TEADEL404A Mentor In The Workplace (ELECTIVE)	No	No equivalent unit - new
TAADEL405B - Coordinate and facilitate distance - based learning	TAADEL403A- Coordinate And Facilitate Distance - Based Learning (ELECTIVE)	Yes ##	Use new TP unit

TAALLN401B - Address Language, Literacy And Numeracy Issues Within Learning And Assessment Practices	TAELLN401A - Address Adult Language, Literacy And Numeracy Skills (ELECTIVE)	Yes	Use new TP unit
TAATAS401B Maintain Information Requirements Of Training And / Or Assessment Organisations	TAETAS401A - Maintain Training And Assessment Information (ELECTIVE)	Yes	Use new TP unit

Note: The mapped equivalence provides a basis for gaining the *TAE40110* units, but the learner must demonstrate current vocational competence to deliver and assess units from the *TAE10 Training and Education Training Package*. This means that, unless they have recent training and assessment experience, they might need to undergo further training or experience to gain currency.

These indicate units that are equivalent for upgrade purposes and equivalence can be granted once currency can be determined. A total of **6 units** maybe considered equal of equivalence for the upgrade to TAE40110.

For the remaining four units **two options** can be offered:

Option 1. The learner completes a self assessment tool to determine if they have sufficient evidence to apply for RCC, if so, submit all evidence according to self assessment tool guidelines to RTO manager for review.

Items to submit:

- portfolio of evidence form completed
- unit summary form
- declaration form
- completed questions and the related evidence for the units seeking RCC
- the evidence submitted must follow the *rules of evidence*

Option 2. Complete gap training for the remaining four units.

Classroom based delivery and assessment within the course

We offer the courses in workshop mode spread over twelve weeks. Our TAE course is one day per week that allows time for preparation between classes, practice training delivery and conduct of assessments. This means you have less work to complete outside of the class.

Certificate IV in Training and Assessment

TAE40110 Workshops

CERTIFICATE IV IN TRAINING AND ASSESSMENT			12 days
Day	Unit	Resources	Stream
Day 1	TAEDES402A – Use Training Packages and Accredited Courses to Meet Client Needs – full day	Introduction Housekeeping Learner Guides Learner Workbooks Activities Extra Resources as needed by Trainer	Design
Day 2	TAEDES402A – Use Training Packages and Accredited Courses to Meet Client Needs – half day TAEDES401A – Design and Develop Learning Programs – half day	Learner Guides Learner Workbooks Activities Extra Resources as needed by Trainer	
Day 3	TAEDES401A – Design and Develop Learning Programs – full day	Learner Guides Learner Workbooks Activities Extra Resources as needed by Trainer	
Day 4	TAEDEL401A – Plan, Organise and Deliver Group Based Training – full day	Learner Guides Learner Workbooks Activities Extra Resources as needed by Trainer	Delivery
Day 5	TAEDEL401A – Plan, Organise and Deliver Group Based Training – full day (practical delivery of training session - 30mins)	Learner Guides Learner Workbooks Activities Extra Resources as needed by Trainer	
Day 6	TAEDEL402A – Plan, Organise and Facilitate Learning in the Workplace – full day	Learner Guides Learner Workbooks Activities	
Day 7	TAEDEL402A – Plan, Organise and Facilitate Learning in the Workplace – full day	Learner Guides Learner Workbooks Activities Extra Resources as needed by Trainer	Delivery
	TAEDEL301A – Provide Work	Learner Guides	

Day 8	Skill Instruction – full day	Learner Workbooks Activities Extra Resources as needed by Trainer	
Day 9	TAEASS401A – Plan Assessment Activities and Processes – half day TAEASS402A – Assess Competence – half day	Learner Guides Learner Workbooks Activities Extra Resources as needed by Trainer	Assessment
Day 10	TAEASS403A – Participate in Assessment Validation – half day TAEASS301A – Contribute to Assessment – half day	Learner Guides Learner Workbooks Activities Extra Resources as needed by Trainer Elective Material	
Day 11	TAEASS502A – Design and Develop Assessment Tools – full day	Learner Guides Learner Workbooks Activities Extra Resources as needed by Trainer Elective Material	
Day 12	Revision if required, or catch up on assessments and delivery of training sessions.		

TAE40110 CERTIFICATE IV IN TRAINING AND ASSESSMENT

Frequently asked questions

Can I apply for recognition of prior learning (RPL)?

We understand that some people have been training and assessing in their current jobs or have completed other teaching and vocational training qualifications or degrees. If you think you may be eligible for "recognition" of your past education, work and life experience please talk to us about this option. You will have to provide evidence of the experience.

How much time is required to complete the full qualification?

Here is a summary of the attendance, study and assessment requirements.

Castle Personnel has arranged an interesting and packed program. Much of the work is done in the workshops and in groups. You practice and complete tasks in a "simulated" RTO, much like Castle Personnel. You do revision quizzes, prepare learning programs, practice facilitation (presenting training) and conduct assessments with the group in class.

There are also "homework" requirements between workshops. Depending on how fast you work you should allow reading time for 1 hour per week and 2 – 4 hours homework between classes. The projects for each workshop take between 10 to 20 hours each. We expect your total involvement for the full qualification will be around 270 hours for a person who is completely new to training and assessment. People from a training background will take less time to complete the homework, reading and independent projects.

What if I do not complete the assessments or want to appeal the decision?

You work with the trainer and are given individual support. You present your work and are observed by the trainer on an ongoing basis. You are given the opportunity for improvements and re-submissions throughout the course. If you believe you have not been treated fairly or wish to appeal a final

assessment decision, then we have a process for re-assessment.

Ultimately if there are major issues arising then we have a formal written appeals process in place. If you do not complete the assessment component for some units, you will receive a certificate of attendance and statement of attainment for the units satisfactorily completed.

Reading, speaking, writing and computer skills

If you have managed to read and understand this information sheet you will be okay. This is not an "academic" course but a practical course for a trainer who can "think on his/her feet" to teach and support students. Some parts of the courses require you to use a computer and the internet. We prefer typed projects to be submitted.



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