



Information Package – Terms 3 & 4, 2009

QUALIFICATION: CERTIFICATE IV (AQF)
TRAINING PACKAGE: **TAA04** – TRAINING AND ASSESSMENT
NATIONAL CODE: TAA40104

...a qualification to formally train and assess others

Aim of Qualification

The Certificate IV in Training and Assessment provides the range of competencies needed to deliver training and facilitate learning in an industry or area of subject matter expertise, and conduct competency based assessment in a range of contexts. The skills gained will encompass the learning environment, learning design, delivery, facilitation and assessment. Graduates will have nationally recognised competencies. The TAA40104 comprises 14 units packaged as 12 core units plus 2 elective units. To complete the Certificate IV in Training and Assessment, students are required to show competence in all 14 units; otherwise a Statement of Attainment for the units successfully completed will be issued.

Who is this qualification for?

The Training and Assessment qualification provides significant choice and flexibility to suit a diverse audience with multiple competency development needs working in a wide range of environments. It is designed to meet the current and future competency development and qualification needs of new and existing personnel working in a broad range work functions and activities within vocational education, training and business. Participants' needs may range from skills to deliver on-the-job instruction in a specific work area or for a piece of equipment, to the breadth of competence required of training and assessment for staff employed in an registered training organisation (RTO), learning product development, consultancy or coordination functions.

TAA Upgrade/Bridging Program

This program is for candidates seeking to upgrade from the previous qualification, the Certificate IV in Assessment and Workplace Training (BSZ40198) and can demonstrate current knowledge and skill in training and delivery. Recognition of Current Competence (RCC) will be granted for the equivalent former BSZ units (see later page on upgrade course structure) with the remaining units covered by correspondence, or in a team learning environment. For recognition of current competence, candidates will be required to compile sufficient evidence to demonstrate a minimum of 3 years current training experience against the equivalent new TAA units.

We recognise accredited training delivered by other registered training organisations (RTOs). If you have already completed one or more current TAA units with another provider and wish to complete more training with this College, we can give Credit Transfer for the units completed elsewhere. A direct Credit Transfer (CT) is only possible if the candidate has completed the exact TAA unit of competency through another RTO. In which case a copy of your statement of attainment will suffice as evidence.

TAA Upgrade Program From BSZ40198 by RPL

If Candidates hold the Certificate IV in Assessment and Workplace Training (BSZ40198) and can demonstrate current knowledge and skill in training and delivery, and working in the VTE environment, they may be eligible to apply for Recognition of Prior Learning (RPL). Learners who are able to provide evidence and demonstrate they already possess the knowledge and skills to establish competency in the performance criteria of any unit of competency, may be granted credit for part, or all, of that/those unit/s.

- Candidates will be required to compile a complete portfolio of evidence.
- Enrolment suitability is assessed.
- A minimum three (3) years current training experience is essential.

Candidates will be issued with a complete Recognition of Current Competency Guide and Recognition of Prior Learning Guide when the best option for you has been established.

Apply for recognition of prior learning (RPL)

Recognition of prior learning (RPL) is available for experienced trainers and assessors who do not have the previous BSZ40198 qualification. With RPL, the full qualification or selected units of competency can be achieved through a portfolio of evidence. There are 14 units for the full qualification. Eligibility and evidence is negotiated with an assessor.

We understand that some people may have been training and assessing in their current jobs or have completed other trainer 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. If you are able to provide relevant evidence, you will be exempted from some parts of the course. Please contact us for an RPL kit.

Attendance, study and assessment requirements

The College has arranged an interesting and action packed program. You practice and complete tasks in a 'simulated' training company. You will do revision quizzes, prepare learning programs, practice facilitation (presenting training) and conduct assessments with the group in class.

In addition to attendance, there will be other 'homework' requirements between workshops and you will hand in major projects. Between meeting times, you will finish work started in the course and do some homework and reading for the next workshop. Depending on how fast you work you should allow a weekend or 20 hours to get this finished. Finally, there are major projects at the end of the course. Each project may take from 12 to 40 hours including time spent organising and then delivering training, as well as planning and conducting assessments. We expect your total involvement for the full qualification will be around 260 hours for a person who is completely new to training and assessment. People from a training background may take less time to complete the independent work. Photo identification is required on commencement.





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

You work with the trainer and are given individual support and the chance to re-submit work once, or do additional assessment activities. 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.

Reading, speaking, writing and computer skills

All training is undertaken in the English language. Basic English literacy, numeracy and computer skills will be required for all trainees to be able to satisfactorily complete course requirements. 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. You also need reasonable writing skills to write training plans and learning activities and mark student work. You practice in the course and can do the reading and written work in your own time if you need extra time and help from a support person. Some parts of the courses require you to use a computer and the internet. We prefer projects to done on a computer. Students who do not have access to a computer should talk to us about this. It is acceptable for a support person to type up your projects.

Fees

-  TAA Standard face-to-face delivery option - \$1,895
-  TAA Upgrade/Bridging Program - \$ 795
-  TAA Upgrade Program From BSZ40198 by RPL - \$795 (\$50 deposit required)
-  Single units via correspondence - \$155 each

Please note that fees can be broken up for a mixed mode and per unit basis depending on your needs. Please call Ken Mai on 43530017 to discuss your eligibility and further pricing.

Pathways

Diploma in Training and Assessment TAA50104

The Certificate IV in Training and Assessment can be followed by study at Diploma level. This is recognised as appropriate for people at a VET management level or those specialising in areas such as e-learning, course design or quality management.

Tuggerah Lakes Community College will direct people to providers offering the TAA50104 qualification.

Classroom Based Options at Tuggerah- Terms 3 & 4, 2009

Suite 16, 1 Reliance Drive, Tuggerah Business Park

Fields	Unit codes	Brief Description	Delivery
Certificate IV in Training & Assessment	TAA40104 Full Qualification	Covering all class-room components for the Certificate IV in Training and Assessment (14 units). Alternatively you can complete the below components via evening classes.	Monday evenings Terms 3 & 4, 2009; continues into Terms 1 & 2 in 2010, 6.00pm to 9.30pm \$1,895
Training Basics	TAADEL301C*	This introductory unit maps to 'Train Small Groups' and is for students new to the industry who wish to become effective trainers. You will learn the skills required to organize and conduct instruction and demonstration of work skills using existing learning resources, in a safe and comfortable learning environment, and to evaluate the success of both the training provided and personal training performance.	Monday evenings from 7th Sep 6.00pm to 9.30pm for 4 Weeks \$270
Facilitate Workbased Learning	TAADEL403B TAADEL404B	This cluster is for supervisors, coaches, leaders, consultants or managers who are required to train clients, staff or trainees in their workplace, and covers communication and interpersonal skills for the facilitation of one-on-one training and work-based training; identifying learning needs; establishing a learning plan; implementing delivery; monitoring progress; and reviewing outcomes.	Monday evenings from 19th Oct 6.00pm to 9.30pm for 4 weeks \$285
The Learning Environment	TAAENV401B TAAENV402B TAAENV403B	These three competency units support other units in the training package and the outcomes establish the parameters of work in training and/or assessment. It addresses the different aspects of the relationships between work and the environment of vocational education and training, and the design field. Learn to create a meaningful, safe learning environment, and develop and maintain knowledge of the vocational education and training system.	Monday evenings from 16th Nov 6.00pm to 9.30pm for 4 weeks \$295
Design, Conduct and Validate Assessment	TAADES401B TAAASS401C TAAASS402C TAAASS403B TAAASS404B	This cluster is designed to provide the appropriate skill development for assessors to unpack and effectively use training packages and to plan, conduct and review assessments to comply with nationally recognized training standards. It also covers the development of assessment tools, competency in the validation process and the coordination of assessment systems and services.	Monday evenings from 4th May 6.00pm to 9.30pm for 8 weeks \$620
Design and Deliver Group Training	TAADES402B TAADEL401B TAADEL402B*	Develop, design and facilitation skills commenced in Courses 1 and 2. Learn to design and develop learning programs, and plan, organise and facilitate group-based learning. Programs you develop and facilitate are related to nationally accredited training.	Monday evenings from 27th Jul 6.00pm to 9.30pm for 6 weeks \$425
Certificate IV in Training & Assessment Upgrade	TAAENV401B TAAENV402B TAAENV403B TAADES401B TAADEL403B TAADEL404B TAAASS403B TAAASS404B	The Upgrade course is for those who have current training experience, hold the former Certificate IV in Assessment and Workplace Training (BSZ40198) and are now seeking to upgrade to the current Certificate IV qualification. Participants will complete a portfolio, participate in class sessions and complete activities and assignments. Evidence of current experience and sighting of your old qualification is required.	Times and dates subject to sufficient numbers – contact the College to register your interest \$795
*	Participants will also undertake a practical project in their workplace (or simulated environment) which will be assessed by the trainer.		
*	These units are electives, which complete the 14 units required for this qualification. Students should discuss their individual requirements with the College staff to ensure that these two units meet their needs.		

TAA Structure for Upgrade/Bridging Program or by RPL

Unit Code	Unit name	Recognition mapping to BSZ40198
TAAENV401B	Work effectively in vocational education and training	RPL portfolio, via correspondence or face-to-face
TAAENV402B	Foster and promote an inclusive learning culture	RPL portfolio, via correspondence or face-to-face
TAAENV403B	Ensure a healthy and safe learning environment	RPL portfolio, via correspondence or face-to-face
TAADEL301C* (elective)	Provide training through instruction and demonstration of work skills	RCC - BSZ404A – Train Small Groups
TAADEL402B (elective)	Facilitate group based learning	RCC - BSZ407A – Deliver Training Sessions
TAADES401B	Use Training packages to meet client needs	RPL portfolio, via correspondence or face-to-face
TAADES402B	Design and develop learning programs	RCC - BSZ405A – Plan and Promote a Training Program
TAADEL401B	Plan and organise group based delivery	RCC - BSZ406A – Plan a Series of Training Sessions
TAADEL403B	Facilitate individual learning	RPL portfolio, via correspondence or face-to-face
TAADEL404B	Facilitate work based learning	RPL portfolio, via correspondence or face-to-face
TAAASS401C	Plan and organise assessment	RCC - BSZ401A – Plan Assessment
TAAASS402C	Assess competence	RCC - BSZ402A – Conduct Assessment
TAAASS403B	Develop assessment tools	RPL portfolio, via correspondence or face-to-face
TAAASS404B	Participate in assessment validation	RPL portfolio, via correspondence or face-to-face
Where classroom training is attended, participants will also undertake practical and/or written projects in your workplace and in your own time.		

Pre-Requisites And Selection Criteria for Upgrading

It is advisable to have Year 10 - with passes in literacy and numeracy. If not an interview with the Course Coordinator will be necessary.

Applications will be assessed using the following selection criteria:

- A certified copy of your BSZ40198 (Certificate and Transcript)
- A completed enrolment and self-assessment form - attached
- Your ability to complete the course, demonstrated by your previous education and training, plus language and literacy skills to a level that will enable you to manage study work requirements
- The ability to undertake a number of practical workplace training and delivery activities
- Paid or unpaid work experience (evidence could include work references and current job description)
- Life and community experience and how the course is relevant to your career or personal goals.

Note: above face-to-face delivery options are subject to sufficient student enrolments.