

Certificate IV in Training and Assessment

Do you need the trainer or assessor qualification?

AVELING's Certificate IV in Training and Assessment (TAA40104) has been designed to meet the needs of trainers and assessors by using a practical and hands on approach. The qualification consists of 10 days of face-to-face training, workplace assignments and includes the following four courses:

Courses	Units of Competency	Dates	Duration	Fees
Workplace Trainer Skill Set	TAADEL301C Provide training through instruction and demonstration of work skills TAADEL403B Facilitate individual learning TAADEL404B Facilitate work-based learning BSBCMM401A Make a presentation	15-17 Feb 10-12 May 16-18 Aug 22-24 Nov	3 days	\$850.00
Workplace Assessor Skill Set	TAAASS401C Plan and organise assessment TAAASS402C Assess competence TAAASS404B Participate in assessment validation	18-19 Feb 13-14 May 19-20 Aug 25-26 Nov	2 days	\$650.00
Create a Learning Environment	TAAENV401B Work effectively in VET TAAENV402B Foster and promote an inclusive learning culture TAAENV403B Ensure a healthy and safe learning environment	15-16 Mar 21-22 Jun 25-26 Oct	2 days	\$500.00
Design, Develop and Plan a Course	TAADES401B Use training packages to meet client needs TAADES402B Design and develop learning programs TAAASS403B Develop assessment tools TAADEL401B Plan and organise group-based delivery	17-19 Mar 23-25 Jun 27-29 Oct	3 days	\$750.00
Complete Course	<i>(Fees inclusive of GST on catering)</i>		10 days	\$2750.00

Who Should Attend

Current supervisors, team leaders, managers or anyone without any formal training, wishing to gain a trainer or assessor qualification.

These courses are recommended for people where training and assessing is a large part of their current work role.

All exercises and activities are designed to equip participants with the tools to train and assess their workforce effectively.

Duration 10 days

Times 8.00am to 4.00pm

Venue 33 Hanwell Way, Bassendean

Dates From Feb 2010

Cost \$2750 p/p

Note: Register and pay for the full qualification to receive a \$250 discount on the total fee.

Bookings:

1. Phone on 08 9379 9999
2. Email training@aveling.com.au
3. Fax 08 9379 9888

Additional Information

Participants can attend individual courses (Skill Sets) to meet an identified need in the workplace. They can also complete the full Certificate IV in Training and Assessment (14 Units of Competency) by undertaking all individual courses.

Attending individual courses offers a flexible pathway to obtain an accredited qualification. This approach reduces the time away from the workplace, is cost effective and allows participants to apply their newly gained knowledge and skills immediately.

The TAA04 Training and Assessment Training Package has specific themes that permeate the units of competency. These themes include:

- supporting effective learning
- developing facilitation skills
- managing own ongoing learning, professional development and currency
- fostering inclusivity
- managing cultural diversity
- encouraging collaborative processes
- fostering innovation
- meeting ethical and legal requirements
- outlining occupational health and safety roles and responsibilities
- creating an effective learning environment
- achieving transferability across contexts
- maintaining continuous improvement.

Pre-requisites, RPL and Training Approach

There are no restrictions on entry to these courses, however participants are required to have sound language, literacy and computer skills. Participants will also need access to a workplace to enable completion of the learning and assessment activities.

Individuals can apply for Recognition of Prior Learning (RPL) and must provide current, quality evidence of their competence against the relevant unit of competency. A fee of \$120 is required to assess each Unit of Competency.

These courses combine individual and group activities, discussion, exercises and case studies. The delivery is interactive and focused on practical skills, knowledge and application in the workplace.

Assessment Methods

Participants will need to demonstrate competence during and after the courses via the following methods:

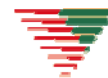
- observation of participation during course activities
- completion of underpinning knowledge questions
- Third party reports
- presentation of training sessions
- planning, organising and conducting assessments
- completion of workplace assignments.



A feature of AVELING's approach is the combination of key Units of Competency into programs that meet team or department requirements. Training and/or assessment strategies can then be designed to suit the needs of individual organisations or industry groups.

AVELING supports open access to all courses. Our modern training venues provide access and designated toilets for disabled visitors and clients. A light lunch, morning and afternoon tea are provided each day.

For more information you can request a copy of the Information Pack. You can also phone to arrange an appointment with one of our consultants without cost or obligation.



NATIONALLY RECOGNISED
TRAINING