

# Trainer Skill Set

## Do you need a workplace trainer qualification?

This three-day Workplace Trainer Skill Set is for people who want to become a qualified on-the-job instructional trainer without having to complete the full Certificate IV in Training and Assessment.

A feature of our approach is the combination of key Units of Competency into courses or Skill Sets. The Skill Set offers a flexible pathway to obtain an accredited qualification. This reduces time away from the workplace, is cost effective and offers the benefit of immediate application of newly gained knowledge and skills.

This course combines individual and group activities, discussion and exercises. The delivery is interactive and focused on practical skills, knowledge and application in the workplace.



### Who Should Attend

This course is recommended for people who are required to present on-the-job instructional training within their organisation.

They may be required to develop training materials, provide training through instruction and demonstration of work skills to meet organisation demand.

### Units of Competency Covered:

- TAADEL301C Provide training through instruction and demonstration of work skills
- TAADEL403B Facilitate individual learning
- TAADEL404B Facilitate work-based learning
- BSBCMM401A Make a presentation

### Qualifications

Upon successful completion participants will receive Statements of Attainment for the above Units of Competency with the following wording:

*"These competencies from TAA04, the Training and Assessment Training Package meet industry requirements for workplace trainers."*

<b>Duration</b>	3 days
<b>Times</b>	8.00am to 4.00pm
<b>Venue</b>	33 Hanwell Way, Bassendean
<b>Dates</b>	15-17 Feb, 10-12 May, 16-18 Aug, 22-24 Nov
<b>Cost</b>	\$850 p/p (inclusive of GST on catering component)

### Bookings:

1. Phone on 08 9379 9999
2. Email [training@aveling.com.au](mailto: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, which include:

- Workplace Trainer Skill Set (3 days)
- Workplace Assessor Skill Set (2 days)
- Create a Learning Environment (2 days)
- Design, Develop and Plan a Course (3 days)

The fee for the full 10 days of training is \$2750.00, however if people register and pay for the FULL qualification they will receive a \$250 discount on the total fee.

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

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

### Assessment Methods

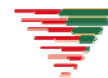
Participants will need to demonstrate competence during and after the courses via the following methods:

- 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.



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