

# AVELING

*safety • leadership • e-learning*



*Certificate IV in Training and Assessment*

*Course Dates 2012*



# TAE40110 Certificate IV in Training and Assessment

AVELING knows the best way to develop and nurture your greatest asset - people - is through quality training. Do your trainers and assessors currently have the knowledge and skills to develop your people for optimum performance?

We are proud to deliver a Certificate IV qualification in Training and Assessment that is purely focused on nurturing your company's most valuable resource.

Our qualification is nationally recognised and has been specifically designed to meet the needs of participants involved in the field of knowledge transfer including trainers, assessors, managers and supervisors.

AVELING's qualification has a focus on the Mining, Resources, Construction and Light/Heavy Industry sectors; it features activities and practical industry projects addressing challenges encountered in these sectors.

In this qualification, participants will benefit from:

- A strong focus on communication, planning and mentoring
- Discussions and topics raised by fellow participants from similar working environments
- Trainers with practical industry experience which allows for successful facilitation of discussions around the application of course content
- Improved reinforcement of learning outcomes via relevant workplace examples and activities
- Practical outcomes enabling the immediate application of skills and knowledge upon return to the workplace.

## Who can benefit from attending this program?

### TAE40110 Certificate IV in Training and Assessment (10 days)

Individuals who need to formalise their knowledge and skills but already work in human resources or any other area that requires training and assessment. Anyone in your organisation who would like to move into the role of a trainer and/or an assessor.

The practical nature of this qualification also makes it highly suitable for managers and supervisors who have a training element built into their role.

### Upgrade to Certificate IV TAE40110 (2 days)

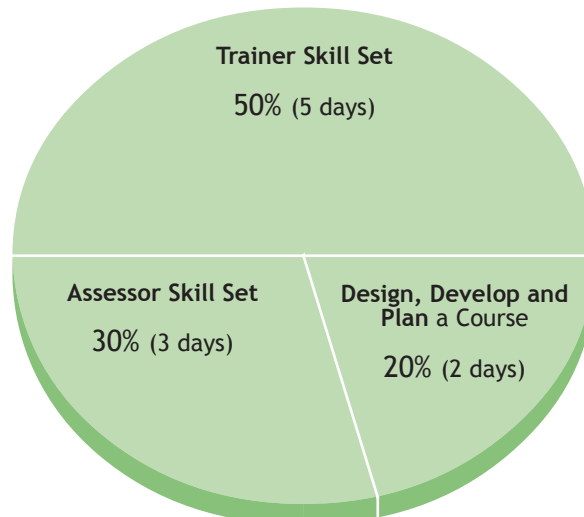
This program is intended for anyone who already has the TAA40104 Certificate IV in Training and Assessment or BSZ40198 and would like to upgrade to the new qualification.

## Qualification Structure

The full qualification consists of ten units of competency, covered over three short courses which are spread over a ten day period. Refer to the diagram below to see how the full qualification is structured. AVELING offers a progressive qualification that can be obtained within a one year timeframe and the skill sets can be completed in any order.

### Upgrade to Certificate IV TAE40110

The upgrade is covered over two days. Note that evidence of the current qualification needs to be provided on or before attending this course.



Based on the ten day qualification - workplace assignments are not reflected in this diagram



## Learning Outcomes

### Trainer Skill Set

- Understand the fundamentals of learning
- Prepare session plans that deliver results
- Facilitate individual learning
- Facilitate work-based learning
- Deliver an effective presentation
- Provide effective feedback
- Understand the importance of mentoring
- Chose appropriate facilitation methods

### Assessor Skill Set

- Understand assessment principals and why we assess
- Plan and organise assessments
- Develop assessment tools
- Participate in assessment validation
- When to use Recognition of Prior Learning
- Make good assessment decisions
- Record keeping and version control

### Design, Develop and Plan a Course

- Understand the VET framework
- Understanding the packing rules for qualifications
- Identify and source training packages and accredited courses
- Select competency standards to meet organisational needs
- Identify the delivery and assessment requirements
- Develop a program sequence plan
- Develop appropriate assessment tools
- Understand the importance of access and equity

### Upgrade to Certificate IV TAE40110

This two day program is only available if you already have the *TAA40104 Certificate IV in Training and Assessment* or *BSZ40198* and would now like to upgrade to the new qualification.

- Use training packages to design and develop training programs
- Plan and conduct assessments
- Plan, organise and deliver workplace and classroom based training
- Review and validate training and assessment programs
- Understand the importance of mentoring

Courses	Duration	Dates	Fees
<b>Trainer Skill Set</b> TAEDEL401A Plan, organise and deliver group-based learning TAEDEL402A Plan, organise and facilitate learning in the workplace TAEDEL301A Provide work skill instruction TAEDEL404A Mentor in the workplace BSBCMM401A Make a presentation	5 days	Feb 06-10 Apr 16-20 Jun 11-15 Aug 13-17 Oct 08-12 Dec 03-07	\$1420.00
<b>Assessor Skill Set</b> TAEASS401B Plan assessment activities and processes TAEASS402B Assess competence TAEASS403B Participate in assessment validation	3 days	Jan 18-20 Mar 14-16 May 16-18 Jul 25-27 Sep 12-14 Nov 14-16	\$890.00
<b>Design, Develop and Plan a Course</b> TAEDES401A Design and develop learning programs TAEDES402A Use training packages and accredited courses to meet client needs	2 days	Jan 16-17 Mar 12-13 May 14-15 Jul 23-24 Sep 10-11 Nov 12-13	\$530.00
<b>Total</b>	<b>Duration</b>		<b>Fees</b>
<b>FULL QUALIFICATION OPTION</b>	<b>10 days</b>		<b>\$2840.00</b>
<b>Upgrade to Certificate IV TAE40110</b> Includes all of the above units of competency	<b>2 days</b>	Mar 28-29 Jun 27-28 Aug 29-30 Nov 28-29	<b>\$790.00</b>

**Note:**

Morning tea, light lunch and afternoon tea provided.

Price includes all applicable GST (catering component only).

Participants have 3 months from conclusion of each training course to complete relevant workplace assignments.

Participants have 24 months from commencement of first training course to complete the qualification.



**BOOKINGS**

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