

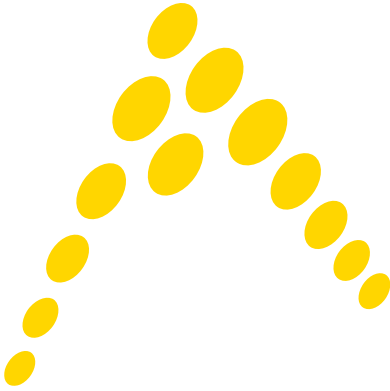
AVELING

Course Information

TAE40122

Certificate IV in Training and
Assessment

ACHIEVE MORE™



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Information is correct at time of printing and subject to change without notice.
Please visit aveling.com.au for our latest course information.

RTO: 50503

Overview

<i>TAE40122 Certificate IV in Training and Assessment</i>
Cost: \$ 5500 (GST free)
Delivery: Classroom – Jandakot

The Aveling Approach

Aveling believes in an experiential and practical learning approach where you are able to apply what you learn as you go. This reinforces your learning and ensures you develop knowledge and skills that last when you go back to the workplace.

This course has been designed with a real-world focus. Engage in hands-on assessments, collaborate on projects and develop a deep understanding of adult learning principles. The program covers learning design, assessment strategies, learner engagement techniques and technology in training, guided by experienced practitioners.

This program will suit those who aim to be a workplace trainer, vocational educator or enhance instructional skills.

Course Details

Aveling's *TAE40122 Certificate IV in Training and Assessment* has four (4) sessions. You can undertake the sessions in any order, or as needed, but the recommended order for those new to training is listed below. All four sessions must be successfully completed to achieve the qualification.

Classroom sessions take place at our purpose-built training facility in Jandakot between 8:00am and 4:00pm, You are required to arrive at our training facility by 7:45am for registration. You'll have time to grab a coffee or snack from our café and familiarise yourself with your learning environment prior to the class commencing.

With each classroom learning session, you will be provided with an assessment to complete in your own time. You will have three months to complete this assessment, see table in [Assessment](#) section below for further details.

Session 1 Introduction to Vocational Education and Training

Price \$ 1375 (GST free)

Days in class: 4 days

This course provides an introduction to working in the VET sector and providing work skill instruction. This includes knowledge of the tasks and responsibilities of a trainer / assessor working in the VET sector including compliance with relevant regulations and legislation.

TAEPPD401 Work effectively in the VET sector

Learn the skills and knowledge required to operate within the Vocational Education and Training (VET) sector. Learn how to interpret VET policy and operate within the VET delivery and compliance frameworks, work effectively with vocational learners and evaluate and develop a plan to improve your own professional practice.

TAEDEL311 Provide work skill instruction

Learn the skills and knowledge required to conduct individual and small group work skills instruction using existing support materials and demonstration of work skills as a training strategy, assess the success of training and your own training performance.

BSBAUD412 Work within compliance frameworks

Learn how to identify statutory, legislative and regulatory requirements and relate them to individual work practices to ensure ongoing adherence to the compliance framework. Learn to manage and review your personal compliance, seek feedback and document with relevant personnel to check your ongoing compliance.

Session 2 TAESS00019 Assessor Skill Set

Price \$ 1375 (GST free)

Days in class: 4 days

This skill set can be undertaken as a standalone credential or as one of the sessions within the full TAE40122. This course provides skills and knowledge to gauge competence, techniques to evaluate

learners effectively and gain invaluable insights into assessment validation, ensuring the quality and integrity of assessment practices.

TAEDES411 Use nationally recognised training products to meet vocational training needs

Learn the skills and knowledge required to analyse and use nationally recognised training products to meet vocational learners’ skill and knowledge development needs.

TAEASS412 Assess competence

Learn the skills and knowledge required to plan, prepare for and conduct the competency-based assessment of candidates using nationally recognised training products and validated assessment tools. Learn how to customise the assessment process, prepare candidates for assessment and implement the assessment process, including recognition of prior learning. Implementing assessment involves gathering quality evidence, making assessment judgements and recording and reviewing the assessment process.

TAEASS413 Participate in assessment validation

Learn the skills and knowledge required to participate in the validation of assessment tools, practices and judgements, this includes pre-assessment validation of tools before use, post-assessment validation of tools once used and post-assessment validation of practices and judgement.

Session 3 Managing workplace learning

Price \$ 1375 (GST free)

Days in class: 4 days

This course focuses on three key areas: mentoring in the workplace, supporting team and individual learning, and facilitating workplace-based learning. Learn how to plan, prepare and facilitate a professional mentoring relationship in the workplace, determine your team’s development needs and implement and monitor the learning plans for individuals.

TAEDEL414 Mentor in the workplace

Learn how to establish and develop a professional mentoring relationship with an individual in a workplace. Learn the skills and knowledge to plan and prepare for the mentoring and implement strategies suited to the mentee, the workplace and the mentoring relationship.

BSBHRM413 Support the learning and development of teams and individuals

Learn the skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.

TAEDEL412 Facilitate workplace-based learning

Learn how to prepare for, plan and facilitate workplace-based learning for learners in the workplace. This includes customising and implementing existing learning plans and resources based on products that are nationally recognised or aligned with other recognised frameworks and reviewing own practice.

Session 4 Training and facilitation skills

Price \$ 1375 (GST free)

Days in class: 4 days

This course is designed to develop your skills in designing, delivering and evaluating face-to-face training in alignment with national standards. Learn to create effective training plans, lead engaging training sessions to meet learner needs and develop your presentation techniques for training delivery.

TAEDES412 Design and develop plans for vocational training

Learn the skills and knowledge required to design, develop and document plans for vocational training. Learn how to identify the objectives and intended outcomes of the training and the characteristics of the target learners, selecting nationally recognised training products, developing the plan for training and individual session plans.

TAEDEL411 Facilitate vocational training

Learn the skills and knowledge required to plan, prepare for and facilitate the vocational training of both individual learners and groups of learners via a face-to-face delivery mode. Learn how to customise and use existing session plans and learning resources, using these plans to facilitate training and reviewing own practice.

BSBCMM411 Make presentations

Learn how to prepare, deliver and review presentation for target audiences. Learn the skills and knowledge to present information for various training purposes, develop your communication skills using a range of concepts and ideas.

Entry Requirements

There are specific entry requirements for this course and to ensure this course is suitable for you, we ask that you consider the below.

Course requirements

1. You must be able to demonstrate vocational competency in your proposed area of training and assessment via:
 - a Qualification or Statement of Attainment in your industry, and / or
 - your resume or an outline of your work experience.

2. In order to complete the required workplace assessments as part of this course, you must have access to:
 - a group of at least four (4) people in the workplace or venue to whom you can deliver a series of three (3) sequential group face-to-face, in person training sessions of at least 30 minutes each
 - two (2) people (who are not part of the above group for whom you can facilitate individual training sessions of at least 30 minutes
 - a manager or supervisor to complete workplace observation reports on your performance
 - access to a qualified assessor to participate in validation activities
 - two (2) candidates with whom you can conduct assessments (can be the same individuals as above)
 - a mentee with whom to facilitate at least three (3) mentoring session (30 minutes each) (can be the same individual as above)
 - an individual with whom three (3) work-based learning sessions (of at least 30 minutes each) can be conducted (can be the same individual as above).

3. It is a requirement that you bring a laptop or tablet with you to enable you to complete classroom learning and assessment.

Certificate IV learner requirements

If is expected that learners applying to a Certificate IV level course meet the following requirement:

- over 18 years of age
- minimum of 11 yrs of schooling, Certificate III Qualification or equivalent work experience or schooling
- ability to access and use technology to create business documents such as correspondence, plans and reports
- professional working proficiency in English to be able to participate in work meetings, have conversations with clients and carry out most work functions requested of them. A person at this level will be able to work independently, use a range of complex text and analyse and complete complex tasks.

If this is your first course with Aveling, you will need to supply evidence that you meet the above criteria by sending through a copy of your resume, position profile or educational qualification once you have received your booking confirmation.

If you are unable to meet the entry criteria, we may recommend an alternative course prior to entry or in exceptional cases we will cancel your enrolment and refund your course fee.

Language Literacy, Numeracy and Digital skills (LLND) survey

If this is your first Aveling course, you will be required to complete a Language Literacy, Numeracy and Digital skills (LLND) survey to provide us with an understanding of your level of literacy and numeracy. A link to the LLND survey will be provided on your booking confirmation. Please complete this survey prior to attending your first day of training and advise Aveling of any additional support or assistance you may need.

Learners are required to have foundational to intermediate digital literacy skills, including the ability to navigate digital devices, use communication and collaboration tools and manage file and documents in an online environment with minimal to no guidance.

Based on the outcome of the survey, we may contact you to discuss options that will best suit your individual learning needs. If literacy support is required, additional costs may be incurred.

Student visa holders

Sorry, this program is not available for international students holding a student visa. Aveling is not registered as a CRICOS provider therefore is unable to provide this training to anyone who holds an Australian Student Visa.

How to enrol

Aveling offers each of the four sessions throughout the year and you must attend the sessions all the sessions preferably in the correct order.

You can book and pay for the individual sessions, or plan ahead and book all of the sessions at once. We recommend that when you are selecting suitable dates for each of the four sessions, that you ensure you have enough time in between each session to complete the assessments from the previous session before starting the next one.

You can enrol by:

- clicking on 'Book Now' on our [TAE40122 Certificate IV in Training and Assessment](#) webpage
- emailing training@aveling.com.au
- phoning +61 8 9379 9999

What to bring?

- **photo ID** to confirm your identity at reception during check-in
- your **USI number** (see below)
- a **laptop or tablet** to enable you to complete classroom learning and activities. Please ensure your device is fully charged at the start of each day. It may not be possible to charge during class times, but you will have the opportunity to charge during breaks.

What is included?

- comprehensive Learner Guide
- pens & notepad
- learner support
- on classroom learning days:
 - fully catered morning & afternoon tea
 - fully catered lunch
 - free flowing tea, coffee and filtered water
 - complimentary Wi-Fi.

Unique Student Identifier (USI)

Please ensure you bring your USI number to Aveling for check-in on the first day of your course. AQF certification cannot be issued without a verified USI. Learners should obtain their USI prior to arriving at Aveling by applying online at <http://www.usi.gov.au/create-your-USI/Pages/default.aspx>. Further information on the USI can be obtained at www.usi.gov.au.

Recognition of Prior Learning (RPL)

RPL is a process that assesses your skills and knowledge (which may have been acquired through formal and informal learning) to determine if you meet the requirements for a unit of competency.

If you've already received training in a particular area, worked in a position that's enabled you to undertake industry relevant tasks, or simply been trained in-house through your organisation, you may be eligible to apply for RPL for a unit of competency.

Although it is not necessarily a quick or simple process, Aveling aims to provide applicants with a more flexible way of having their abilities, skills and knowledge assessed against the competencies in qualifications and nationally recognised units of competency.

For more information on RPL for one or more of the units in the *TAE40122 Certificate IV in Training and Assessment*, please contact us on +61 8 9379 9999 or email training@aveling.com.au.

Fees and charges

All courses require payment to be made at time of booking. Payment is made for each session during the booking process. Companies may provide a purchase order number if prior approval has been granted by Aveling.

- All cancellations or variations to course bookings must be received in writing by emailing training@aveling.com.au within the timeframes specified in the [Cancellation and Refund Policy](#).
- Non-attendance at any public course will incur an administration cost equivalent to the full course cost.
- An alternate person may be substituted prior to the commencement of the course at no additional cost.
- There is no refund to learners who are deemed 'Not Yet Competent' after the assessment.
- Please refer to Aveling's [Cancellation and Refund Policy](#) for cancellation information for specific courses and locations.
- As a learner, you have the right to a refund for services not provided. Aveling reserves the right to cancel any course. Should this occur, the payee is entitled to a full refund or re-schedule of training (if available) at no extra charge. Aveling will not be liable for any claims arising from course cancellation.
- Should Aveling be unable to provide a course or agreed service for any reason, or have to terminate the arrangement early, a refund of fees paid for services not provided will be given to the learner by Aveling. Learners who have already been assessed as competent for some units will be issued a Statement of Attainment for these units and the costs of issuing the Statement(s), including training, assessment and administration fees, will be deducted from the refund total.
- No certification will be issued until relevant fees and charges have been paid in full.
- Re-issuing of transcripts is free of charge is sent electronically.

Assessment

The assessment is designed to assess your understanding of the skills and knowledge needed to address the key requirements for the qualification and in a workplace. This course includes in-class and workplace assessments, designed to solidify your classroom learning. You will complete assessments based on simulated case study scenarios after the classroom sessions.

This course includes in-class assessments, knowledge questions and workplace assessments for the units. The questions enable you to provide evidence your understanding of the knowledge requirements of the associated units of competency, while the workplace assessments provide an opportunity for you to demonstrate your practical training skills in within the workplace.

While the timing will vary for each individual learner, we estimate that you will need to spend 5-10 hours per week to complete the assessments between the classroom session.

The below table indicates which assessment methods are used for each unit of competency included in the qualification.

Units of competency	In-class assessment	Knowledge questions	Workplace assessment
Session 1 Introduction to Vocational Education and Training			
Assessments due 3 months after the last day of the session			
<i>TAEPDD401 Work effectively in the VET sector</i>	✓	✓	✓
<i>TAEDEL311 Provide work skill instruction</i>	✓	✓	✓
<i>BSBAUD412 Work within compliance frameworks</i>	✓	✓	✓
Session 2 TAESS0019 – Assessor Skill Set			
Assessments due 4 months after the last day of the session			
<i>TAEDES411 Use nationally recognised training products to meet vocational training needs</i>	✓	✓	✓
<i>TAEASS412 Assess competence</i>	✓	✓	✓
<i>TAEASS413 Participate in assessment validation</i>	✓	✓	✓
Session 3 Managing workplace learning			
Assessments due 3 months after the last day of the session			
<i>TAEDEL414 Mentor in the workplace</i>	✓	✓	✓
<i>BSBHRM413 Support the learning and development of teams and individuals</i>	✓	✓	✓
<i>TAEDEL412 Facilitate workplace-based learning</i>	✓	✓	✓
Session 4 Training and facilitation skills			

Assessments due 3 months after the last day of the session			
<i>TAEDES412 Design and develop plans for vocational training</i>	✓	✓	✓
<i>TAEDEL411 Facilitate vocational training</i>	✓	✓	✓
<i>BSBCMM411 Make presentations</i>	✓	✓	✓

Assessment attempts

You will have three attempts to achieve competency. Failure to submit by the due date counts as an attempt.

If your first assessment attempt is not satisfactory you may be contacted by your assessor for minor clarifications, or you may receive an email from our assessment team detailing the further work that is needed.

You will only be required to resubmit the part(s) of your assessment that your assessor marked as unsatisfactory. Please contact your assessor to clarify any additional evidence requirements, the feedback provided or to request additional support. You will be advised of the due date to submit your reassessment / additional evidence at this time. Failure to submit by the advised due date will count as an attempt.

If after three attempts, you are deemed as 'Not Yet Competent', further training may be required.

Learner support

If you are experiencing any challenges that may impact your learning or progress, we encourage you to contact Aveling as early as possible. Whether you need additional support, are facing personal or study-related difficulties, or wish to discuss circumstances that may affect your training, our team is here to help. We encourage you to disclose any support needs so we can work with you to explore reasonable solutions and assist your learning experience to be positive and successful.

Aveling provides two-hour group support workshops facilitated by an Aveling trainer and assessor, run regularly at our Jandakot venue. Three (3) support workshop sessions are included for free with each Nationally Recognised course you are enrolled in.

Additional support can be arranged, if needed, at a cost of \$120 per hour.

Places on each session are limited so bookings are essential. Call +61 8 9379 9999 to book your place.

General information

For further information about Aveling, available products and services or our policies please see our [website](#) and learner handbook.