



TAE40116 CERT IV TRAINING AND ASSESSMENT

WHO SHOULD DO THIS COURSE

This is a nationally accredited course designed for anyone wanting a career as a trainer assessor working in the vocational education sector.

COURSE OVERVIEW

QUALIFICATION: Cert IV Training and Assessment

CODE: TAE40116

DURATION: Up to 48 weeks/12 months.

STRUCTURE: 9 core Units, 1 elective Unit

DELIVERY MODE: Face-to-face workshops, and self-paced online learning supported by an excellent text book.

PROVIDER: Centre for People Development (RTO Code 40038)

COURSE UNITS

TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence
TAEASS403	Participate in assessment validation
TAEASS502	Design and develop assessment tools
TAEDEL401	Plan, organise and deliver group-based learning
TAEDEL402	Plan, organise and facilitate learning in the workplace
TAEDES401	Design and develop learning programs
TAEDES402	Use training packages and accredited courses to meet client needs
TAELLN411	Address adult language, literacy and numeracy skills
BSBCMM401	Make a presentation

WANT TO BE A GREAT TRAINER?

TAE40116 Cert IV Training and Assessment is the essential qualification for delivering accredited training, and more. This training will build your confidence and ability to make presentations, coach others and facilitate groups. You can also enhance your ability to devise and deliver well resourced learning programs as you work towards gaining the qualification you must have for delivering and assessing accredited training.

The Centre for People Development (CPD), has a limited number of **subsidised training places** (supported by the Government of South Australia), in TAE40116 Cert IV Training and Assessment.

Full course fee is \$4,000. However, **if you qualify for the subsidy, CPD is offering a discounted course fee of \$1,500**. Visit www.skills.sa.gov.au for Participant Eligibility Criteria.

If you are also a Commonwealth Concession Card holder and meet the required criteria, CPD further reduces this fee to just \$1,250.

Subsidised training places are strictly limited, so email learning@cpdbiz.com.au for your Application Form without delay.

There is no GST on accredited training.

CPD's TAE40116 Cert IV Training and Assessment course will develop your competencies in:

- Analysing the training needs of others and contextualising training programs to meet their needs
- Understanding the National Vocational Training System (VET) and your role as a trainer working in the VET system
- Designing accredited learning programs
- Preparing effective training and assessment plans
- Developing presentation, coaching and group facilitation skills
- Developing resources to support the delivery of training
- Planning, conducting and validating assessments.

The learning resources for the Units include case studies, written activities, templates to assist in designing the required training and assessment products and power point presentations.





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COURSE STRUCTURE

The learning process will be mainly self-paced, supported by face to face workshops.

Study groups can be set up to discuss the knowledge requirements of various Units and share examples of work with other students.

ASSESSMENT

You will be required to complete a range of assessment activities that will enable you to apply the required knowledge and skills, either at a real work site (referred to as a practice environment) or in a simulated work environment.

Assessments, provided electronically, are completed and lodged online progressively throughout the course.

On successful completion of the course, participants will receive a nationally recognised Australian Qualifications Framework (AQF) certificate issued by the Centre for People Development.

ENTRY REQUIREMENTS

Learners enrolling in the TAE40116 Certificate IV in Training and Assessment course must be able to demonstrate vocational competency in their proposed training and assessment area. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant Unit of competency or qualification.

It is also recommended that you:

- are 18 years or older
- have sound language and literacy skills (at least Year 10 English, or equivalent)
- have basic computer skills and access to any required technology such as the internet
- are self-motivated to learn on your own
- have, where possible, access to a workplace (practice environment).

WHY CHOOSE CPD?

The Centre for People Development (CPD) specialises in customised learning and development and provides tailored learning plans and strategies designed to improve successful completion rates and application of the learning in the workplace.

CPD operates at the forefront of the training field, employing outstanding people and delivering excellent service. The learning opportunities offered by CPD are both creative and applied, with an eye to ensuring that participants are actively involved in their learning and have the chance to practice and hone their new skills and knowledge.

CPD facilitators are experienced and focused on outcomes; this makes for a dynamic, practical and relevant course for all participants.

COURSE FACILITATOR

Peter Stockman, Principal Learning and Assessment Facilitator with the Centre for People Development, has 20+ years' experience in Cert IV TAE training, assessment and consulting.

RECOGNITION OF PRIOR LEARNING

You may be able to supply CPD with evidence of your prior training and/or learning that could assist you to receive Recognition of Prior Learning. Credit Transfer is also possible for Units that you have already completed which can contribute to this qualification. Once you have enrolled, we can discuss the recognition process further.

COST

\$1,500 if participant qualifies for the SA government subsidy. Visit www.skills.sa.gov.au for Participant Eligibility Criteria

Full fee \$4,000, if not subsidised.

Included within the subsidy/cost:

- Hard copy textbook
- Training design and assessment templates
- Standard Assessment
- Issuing of the official parchment for the Certificate IV Training and Assessment



Initiative of
**Government
of South Australia**



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IMPORTANT INFORMATION

Participant Eligibility

This course is subsidised through the Government of South Australia's Subsidised Training initiative.

The eligibility link below is an indication only and does not confirm your eligibility status. Eligibility verification will take place during the enrolment process and includes participation in a Language, Literacy and Numeracy pre-assessment. Reading, writing and numeracy skills are assessed using the Core Skills Profile for Adults (CSPA).

This assessment is used to determine whether you will be required to undertake additional support units alongside your qualification or undertake a pathway course before commencing your chosen qualification.

More information will be provided at with your enrolment information:
<https://finder.skills.sa.gov.au/get-support-for-training/check-my-eligibility>

Concessions

You will be eligible for a Course Fee Concession if you are eligible under the following concession categories:

- You are not employed and not enrolled in a secondary school; or
- You are aged 16 to 24 years old and not enrolled in a secondary school; or
- You are a prisoner in a South Australian correctional institution; or

where you are not eligible for any of the above concession categories and:

- at the commencement of training in a Unit of Competency in the course, you hold a current Commonwealth Government concession card, or
- Health Care Card; or
- Pensioner Concession Card; or
- Veteran Affairs Concession Card.



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Ready to get started?

For an Application Form and to find out if you qualify for the SA Government training subsidy, email learning@cpdbiz.com.au

Full course fee is \$4,000, however if you are eligible for the SA government subsidy, **CPD reduces this fee to \$1,500**. If you are also a Commonwealth Concession Card holder and meet the required criteria, CPD further reduces this fee to just \$1,250.

Included within that fee are:

- Hard copy textbook
- Training design and assessment templates and documentation
- Standard assessment
- Issuing of the official parchment for the Diploma of Project Management on successful completion

This fee also includes access to **Learner Support Services** if you are facing significant barriers to completing your training, or falling behind or at risk of withdrawing from your training.

Subsidised training places are strictly limited, so don't delay, email learning@cpdbiz.com.au to apply now.

