

TAESS: TRAINING AND ASSESSMENT SKILL SETS

WHO SHOULD DO THESE COURSES

Training and Assessment Qualifications can be built up slowly over time using Skill Sets. Skill Sets provide a set of targeted competencies and can be used to facilitate training and undertake assessment in the workplace.

SKILL SETS

Skill Sets offered by CPD include:

- Training Design Skill Set (3 units)
- Workplace Assessor Skill Set (3 units)
- Facilitator Skill Set (3 units)
- Distance Learning Skill Set (3 units)
- Volunteer Trainer Delivery Skill Set (2 units)
- Volunteer Trainer Delivery and Assessment Contribution Skill Set (3 units)
- Workplace Supervisor Skill Set (3 units)
- Work Skill Instructor Skill Set (2 units)
- Online Learning and Assessment Skill Set

COURSE DETAILS

QUALIFICATION: Build your Cert IV Training and Assessment qualification over time, specialising in your area of work. Contact CPD to discuss a tailored program to meet your immediate workplace trainer/presenter or assessor requirements.

CODE: TAE40116

DURATION: Up to 48 weeks/12 months, depending on the learning pathway

STRUCTURE: Contextualised to the work role

DELIVERY MODE: Face-to-face/Online workshops, and self-paced online learning supported by excellent learner guides and assessment tools

PROVIDER: Centre for People Development (RTO Code 40038)

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.

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

CPD's Training and Assessment Skill Sets 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.



NATIONALLY RECOGNISED
TRAINING



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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 TAE Training and Assessment Skill Sets 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

Email learning@cpdbiz.com.au for costing advice based on the tailored learning pathway chosen.

Included within the subsidy/cost:

- Hard copy textbook
- Training design and assessment templates
- Standard Assessment
- Issuing of the official parchment, on successful completion



Initiative of
**Government
of South Australia**