



trainwest
training your future

TRAINING AND ASSESSMENT

Enquiry package

Trainwest is a Western Australian owned and run Registered Training Organisation with the objective of providing nationally recognised training programs with exceptional professionalism and support. Our business is built on the relationships we form with our clients. Our team have pride in their work and love what they do.

There are many factors that contribute to the Trainwest difference, including:

- » Highly regarded and enthusiastic Trainers and Assessors
- » Experienced and friendly staff
- » A positive and motivating learning experience
- » Flexible training options
- » In-house training options are our specialty
- » Superior facilities and resources

In today's fiercely competitive market place there is no better time to train and up skill. If you or your organisation requires high quality, flexible training that is competitively priced, contact Trainwest today.

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TAE40116 Certificate IV in Training and Assessment

OVERVIEW: This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector. This qualification (or the skill sets derived from units of competency within it) is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET program.

Achievement of this qualification by trainers is a requirement of the Standards for Registered Training Organisations (RTOs) 2015.

RECOMMENDED FOR: Job roles and titles vary across different industry sectors.

Possible job titles relevant to this qualification include:

- » Enterprise trainer and/or assessor
- » Registered Training Organisation (RTO) trainer and/or assessor
- » Training adviser or training needs analyst
- » Vocational Education teacher.

ENTRY REQUIREMENTS: Those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing 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.

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

DELIVERY STRUCTURE: Face to face training for the TAE40116 Certificate IV in Training and Assessment is delivered over ten days. The training is delivered in two clusters:

1. Design & Delivery and
2. Assessor.

Students can attend these in any order. Please note, TAELLN411 Address Adult Language Literacy and Numeracy Skills is delivered on the first day of the Assessor cluster.

Required resources

- » A laptop that enables you to access the internet via Wi-Fi

Assessment is to be completed after the face to face training. The volume of learning of a Certificate IV qualification is typically six months to two years.

Design & Delivery

Students will gain the skills and knowledge to:

- » Conceptualise, design, develop and review learning programs to meet an identified need for a group of learners
- » Identify the parameters of a learning program, determine its design, outline the content, and review its effectiveness
- » Use training packages and accredited courses as tools to support industry, organisation and individual competency development needs
- » Plan, organise and deliver training for individuals within a group
- » Prepare, deliver and review a presentation to a target audience
- » Plan, organise and facilitate learning for individuals in a workplace, using real work activities as the basis for learning

Assessor

Students will gain the skills and knowledge to:

- » Identify language, literacy and numeracy (LLN) skill requirements of training and the work environment, and to use resources and strategies that meet the needs of the learner group
- » Plan the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system
- » Planning activities and processes, individuals are required to identify the components of assessment tools, analyse and interpret assessment tools, and develop assessment instruments (also known as assessment tasks) and assessment plans
- » Design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment
- » Implement an assessment plan, and gather quality evidence to assess the competence of a candidate using compliant assessment tools
- » Participate in an assessment validation process

In-house training This qualification can be customised to suit your organisation and delivered in a flexible format to suit your workplace requirements. Contact Trainwest for more information.

Recognition of Prior Learning (RPL) This qualification can be attained via RPL. This pathway is suitable for candidates who have experience in training and assessment within a vocational context. For more information on the RPL pathway and initial application documentation please contact Trainwest.

CERTIFICATION: Upon successful completion participants will receive the TAE40116 Certificate IV in Training and Assessment. Upon completion of individual units of competency, participants will receive a Statement of Attainment which is a progression towards the TAE40116 Certificate IV in Training and Assessment. This is a nationally recognised qualification.

INVESTMENT:

COST	DELIVERY METHOD	DURATION
\$ 3250.00	Face to Face training – New Students	10 days (2 x 5-day blocks)
\$ 2995.00	Face to Face training – Return Trainwest Students	
\$ 2000.00	Recognition of prior learning	
\$ 300.00	Personal coaching	2 hours

PAYMENT PLAN

All clients have access to Trainwest’s interest free payment plan, terms and conditions apply. The standard payment amounts are:

- » \$ 500.00 Payable prior to course commencement
- » \$ 250.00 Payable on a fortnightly basis

Payments are accepted via direct debit or credit card

TAE40116 Certificate IV in Training and Assessment Course Calendar



2019 Course Dates

Design and Delivery	Assessor	Location
1 st to 5 th April	8 th to 12 th April	Belmont
29 th April to 3 rd May	6 th to 10 th May	Belmont
20 th to 24 th May	27 th to 31 st May	Belmont
20 th to 24 th May	-	Kalgoorlie
10 th to 14 th June	17 th to 21 st June	Belmont
1 st to 5 th July	8 th to 12 th July	Belmont
22 nd to 26 th July	29 th July to 2 nd August	Belmont
12 th to 16 th August	19 th to 23 rd August	Belmont
	12 th to 16 th August	Kalgoorlie
2 nd to 6 th September	9 th to 13 th September	Belmont
23 rd to 27 th September	1 st to 4 th October	Belmont
14 th to 18 th October	21 st to 25 th October	Belmont
4 th to 8 th November	11 th to 15 th November	Belmont
-	4 th to 8 th November	Kalgoorlie
25 th to 29 th November	2 nd to 6 th December	Belmont

TAE40116 Certificate IV in Training and Assessment Upgrade from TAE40110 Certificate IV in Training and Assessment

OVERVIEW: For holders of TAE40110 Certificate IV in Training and Assessment

ENTRY REQUIREMENTS: Those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing 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.

Local Entry Requirements

- » TAE40110 Certificate IV in Training and Assessment Qualification and Statement of Attainment
- » TAELLN411 Address adult language, literacy and numeracy skills, or its predecessor

If you do not hold the TAELLN411 Address adult language, literacy and numeracy skills, or its predecessor this can be completed with Trainwest prior to attending the upgrade. More information is on page 13.

If you hold the TAEASS502 Design and develop assessment tools unit, or its predecessor there are two gap units to be completed to attain the new qualification. Please refer to the calendar on page 10.

UNIT CODE	DESCRIPTION
TAEASS502	Design and develop assessment tools
TAEASS401	Plan assessment activities and processes
TAEASS403	Participate in assessment validation

DELIVERY STRUCTURE:

Face to face training for the TAE40116 Certificate IV in Training and Assessment upgrade program will be delivered over three days of face to face training.

In-House training This qualification can be customised to suit your organisation and delivered in a flexible format to suit your workplace requirements. Contact Trainwest for more information.

Recognition of Prior Learning (RPL) This upgrade can be attained via RPL. For more information on the RPL pathway and initial application documentation please contact Trainwest.

Required resources

- » A laptop that enables you to access the internet via Wi-Fi

CERTIFICATION: Upon successful completion, participants will receive the TAE40116 Certificate IV in Training and Assessment.

INVESTMENT:

COST	DELIVERY METHOD	DURATION
\$ 850.00	Face to Face training – New Students	3 days
\$ 650.00	Face to Face training – Return Trainwest Students	
\$ 400.00	Face to Face training <i>(if hold TAEASS502 or predecessor)</i>	2 days
\$ 600.00	Recognition of prior learning	
\$ 300.00	Personal coaching	2 hours

PAYMENT PLAN: All clients have access to Trainwest’s interest free payment plan, terms and conditions apply. The standard payment amounts are:

- » \$ 500.00 Payable prior to course commencement
- » \$ 250.00 Payable on a fortnightly basis

Payments are accepted via direct debit or credit card

TAE40116 Upgrade Certificate IV in Training and Assessment Course Calendar



2019 Course Dates

Monday 15 th to Wednesday 17 th April	Belmont
Tuesday 30 th to Thursday 2 nd May	Kalgoorlie
Monday 13 th to Wednesday 15 th May	Belmont
Wednesday 5 th to Friday 7 th June	Belmont
Tuesday 11 th to Thursday 13 th June	East Victoria Park
Tuesday 16 th to Thursday 18 th July	Belmont
Tuesday 6 th to Thursday 8 th August	Belmont
Tuesday 3 rd to Thursday 5 th September	Kalgoorlie
Wednesday 11 th to Friday 13 th September	Belmont
Monday 7 th to Wednesday 9 th October	Belmont
Tuesday 12 th to Thursday 14 th November	Belmont
Wednesday 18 th to Friday 20 th December	Belmont

TAE40116 Upgrade Certificate IV in Training and Assessment Course (Gap Units) Calendar



2019 Course Dates	
Tuesday 2 nd and Wednesday 3 rd April	Belmont
Tuesday to Wednesday 16 th and 17 th April	Belmont
Thursday 6 th to Friday 7 th June	Belmont
Thursday 25 th to Friday 26 th July	Belmont
Tuesday 20 th to Wednesday 21 st August	Belmont
Thursday 26 th to Friday 27 th September	Belmont
Thursday 24 th to Friday 25 th October	Belmont
Monday 18 th to Tuesday 19 th November	Belmont
Thursday 12 th to Friday 13 th December	Belmont

TAESS00011 Assessor Skill Set Upgrade Course

OVERVIEW: For holders of the TAESS00001 Assessor Skill Set

ENTRY REQUIREMENTS: Those entering this program must be able to demonstrate vocational competency in their proposed assessing 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.

Local Entry Requirements

- » TAESS00001 Assessor Skill Set or Statement of Attainment

UNIT CODE	DESCRIPTION	DELIVERY
TAEASS502	Design and develop assessment tools	Days 1 & 2
TAEASS401	Plan assessment activities and processes	
TAEASS403	Participate in assessment validation	Day 3

DELIVERY STRUCTURE:

Face to face training for the TAESS00001 Assessor Skill Set Upgrade program will be delivered over three days of face to face training.

In-House training This Skill Set can be customised to suit your organisation and delivered in a flexible format to suit your workplace requirements. Contact Trainwest for more information.

Recognition of Prior Learning (RPL) This upgrade can be attained via RPL. For more information on the RPL pathway and initial application documentation please contact Trainwest.

CERTIFICATION: Upon successful completion, participants will receive a Statement of Attainment for the TAESS00011 Assessor Skill Set.

Required resources

- » A laptop that enables you to access the internet via Wi-Fi

INVESTMENT:

COST	DELIVERY METHOD	DURATION
\$ 650.00	Face to face	3 days
\$ 600.00	Recognition of prior learning	
\$ 300.00	Personal coaching (if required)	2 hours

PAYMENT PLAN: All clients have access to Trainwest's interest free payment plan, terms and conditions apply. The standard payment amounts are:

- » \$ 500.00 Payable prior to course commencement
- » \$ 250.00 Payable on a fortnightly basis

Payments are accepted via direct debit or credit card

TAESS00001 to TAESS00011 Assessor Skill Set Upgrade Course Calendar



2019 Course Dates	
Monday 15 th to Wednesday 17 th April	Belmont
Monday 13 th to Wednesday 15 th May	Belmont
Wednesday 5 th to Friday 7 th June	Belmont
Tuesday 11 th to Thursday 13 th June	East Victoria Park
Tuesday 16 th to Thursday 18 th July	Belmont
Tuesday 6 th to Thursday 8 th August	Belmont
Tuesday 3 rd to Thursday 5 th September	Kalgoorlie
Wednesday 11 th to Friday 13 th September	Belmont
Monday 7 th to Wednesday 9 th October	Belmont
Tuesday 12 th to Thursday 14 th November	Belmont
Wednesday 18 th to Friday 20 th December	Belmont

TAE40116 Certificate IV in Training and Assessment for Secondary School Teachers

OVERVIEW: This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector. This qualification (or the skill sets derived from units of competency within it) is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET program.

Achievement of this qualification by trainers is a requirement of the Standards for Registered Training Organisations (RTOs) 2015.

ENTRY REQUIREMENTS: Those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing 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.

Local entry requirements:

Provide a copy of the following documents:

- » A Bachelor or higher tertiary qualification in Education
- » Academic Transcript listing all of the units completed
- » Current teacher's registration

UNIT CODE	DESCRIPTION
TAEDES401	Design and develop learning programs
TAEDES402	Use training packages and accredited courses to meet client needs
TAEDEL401	Plan, organise and deliver group-based learning
BSBCM401	Make a presentation
TAEDEL402	Plan, organise and facilitate learning in the workplace
TAELLN411	Address adult language literacy and numeracy skills
TAEASS401	Plan assessment activities and processes
TAEASS502	Design and develop assessment tools
TAEASS402	Assess competence
TAEASS403	Participate in assessment validation

DELIVERY STRUCTURE: Face to face training for the TAE40116 Certificate IV in Training and Assessment for Secondary School Teachers is delivered over five days.

Required resources

- » A laptop that enables you to access the internet via Wi-Fi

TAESS00014 ENTERPRISE TRAINER-PRESENTING SKILL SET: Assessments will be provided for those teachers who are requiring to commence delivering a VET program in 2018. This Skill Set is delivered on the fifth day of the course.

UNIT CODE	DESCRIPTION
BSBCMM401	Make a presentation
TAEDEL301	Provide work skill instruction

All students are required to complete a Workplace Project after the face to face training to demonstrate application of training and assessment in the workplace. The volume of learning of a Certificate IV qualification is typically is typically six months to two years.

In-House training The TAE40116 Certificate IV in Training and Assessment Secondary Teachers course can be delivered at your secondary school or college. For information and pricing contact Trainwest.

CERTIFICATION: Upon successful completion, participants will receive the TAE40116 Certificate IV in Training and Assessment completion of the TAESS00014 Enterprise Trainer-Presenting Skills Set will result in a statement of attainment, which is a progression towards TAE40116 Certificate IV in Training and Assessment.

PROFESSIONAL DEVELOPMENT: Trainwest can deliver the TAELLN411 Address adult language, literacy and numeracy skills and TAEASS502 Design and develop assessment tools at your school or college. Training will take place over two days

INVESTMENT:

COST	DELIVERY METHOD	DURATION
\$ 1500.00	Face to Face training TAE40116 Certificate IV in Training and Assessment	5 days
\$ 2500.00	Daily professional development training rate	1 day
\$ 250.00	TAESS00014 Enterprise Trainer Presenting Skill Set	1 day

TAE40116 Certificate IV in Training and Assessment Secondary School Teachers Course Calendar



2019 Course Dates
27 th to 31 st May
19 th to 23 rd August
28 th October to 1 st November
9 th to 13 th December

LOCATION: All training is delivered at Trainwest Training Centre [154 Epsom Avenue Belmont WA 6104](#)

TAELLN411 Address adult language literacy and numeracy skills

OVERVIEW: The TAELLN411 Adult language literacy and numeracy skills workshop is a nationally accredited program and will provide you or your trainers and assessors with underpinning knowledge and a range of workplace activities to develop and strengthen your skills in language, literacy and numeracy.

As a trainer, your role is to help the adults you're working with to develop and demonstrate their vocational skills and knowledge. This course provides the skills that are an integral part of vocational competence. You also need to help learners to adapt and use their language, literacy and numeracy skills learnt in the program to meet the demands of their vocational training and the workplace.

LICENSING/REGULATORY REQUIREMENTS: From the 1st of July 2019 trainers must hold the TAE40116 Certificate IV in Training and Assessment, or the TAE40110 Certificate IV in Training and Assessment and:

Either one of the following:

- » TAELLN411 Address adult language, literacy and numeracy skills
- » TAELLN401A Address adult language, literacy and numeracy skills

Plus one of the following:

- » TAEASS502 Design and develop assessment tools
- » TAEASS502A Design and develop assessment tools
- » TAEASS502B Design and develop assessment tools.

Or a diploma or higher-level qualification in adult education

CERTIFICATION: Upon successful completion, participants will receive a Statement of Attainment.

INVESTMENT:

COST	DELIVERY METHOD	DURATION
\$ 350.00	Face to Face training	1 day
\$ 200.00	Recognition of prior learning	
\$ 300.00	Personal coaching	2 hours

Required resources

- » A laptop that enables you to access the internet via Wi-Fi

TAELLN411 Address adult language literacy and numeracy skills course calendar



2019 Course Dates	
Wednesday 10 th April	Belmont
Monday 29 th April	Kalgoorlie (to be confirmed)
Friday 3 rd May	Belmont
Wednesday 22 nd May	Belmont
Monday 24 th June	Belmont
Wednesday 26 th June	Belmont
Monday 15 th July	Belmont
Monday 26 th August	Belmont
Friday 6 th September	Kalgoorlie
Monday 16 th September	Belmont
Wednesday 2 nd October	Belmont

TAEASS502 Design and develop assessment tools

OVERVIEW: This workshop involves the development of the skills and knowledge required to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment. It applies to experienced practitioners responsible for the development and/or delivery of training and assessment products and services.

LICENSING/REGULATORY REQUIREMENTS: From the 1st of July 2019 trainers must hold the TAE40116 Certificate IV in Training and Assessment, or the TAE40110 Certificate IV in Training and Assessment and:

Either one of the following:

- » TAEELN411 Address adult language, literacy and numeracy skills
- » TAEELN401A Address adult language, literacy and numeracy skills

Plus one of the following:

- » TAEASS502 Design and develop assessment tools
- » TAEASS502A Design and develop assessment tools
- » TAEASS502B Design and develop assessment tools.

Or a diploma or higher level qualification in adult education

CERTIFICATION: Upon completion, participants will receive a Statement of Attainment stating successful completion in the unit TAEASS502 Design and develop assessment tools. **Please note: students will not be issued with the full TAE40116 Certificate IV in Training and Assessment. This unit of competency meets one of the regulatory requirements as above.**

Required resources

- » A laptop that enables you to access the internet via Wi-Fi

INVESTMENT:

COST	DELIVERY METHOD	DURATION
\$ 350.00	Face to Face training (September to November)	1 day
\$ 500.00	Face to Face training (December 2018 and 2019)	2 Day
\$ 200.00	Recognition of prior learning	
\$ 300.00	Personal coaching	2 hours

TAEASS502 Design and develop assessment tools course calendar



2019 Course Dates	
Thursday 11 th to Friday 12 th April	Belmont
Thursday 9 th to Friday 10 th May	Belmont
Thursday 23 rd to Friday 24 th May	Belmont
Tuesday 18 th to Wednesday 19 th June	Belmont
Thursday 27 th to Friday 28 th June	Belmont
Thursday 11 th to Friday 12 th July	Belmont
Tuesday 27 th to Wednesday 28 th August	Belmont
Tuesday 17 th to Wednesday 18 th September	Belmont
Thursday 3 rd to Friday 4 th October	Belmont
Thursday 5 th to Friday 6 th December	Belmont

TAESS00014 Enterprise Trainer-Presenting Skill Set

OVERVIEW: This skill set provides the necessary skills and knowledge for people training under supervision in the VET sector, who work mainly in classroom situations.

ENTRY REQUIREMENTS: You will be required to have access to a workplace and preferably a manager/supervisor who will be able to provide you with the appropriate feedback on your presentations. If you do not have a workplace or access to a qualified person, Trainwest will look at way to assist you complete your workplace assignments.

TARGET GROUP: Individuals who train others within a workplace. The training may be accredited or non-accredited. The role may involve coaching at individual or small group level. It is targeted at enhancing the competence and confidence of workplace trainer (under supervision) to make presentations and facilitate learning and activities in small and individual classroom style. This may include staff who conduct employee inductions, supervisors who train staff on policies and procedures, or staff that have been identified as having particular skills and experience to pass on to others.

PATHWAYS INFORMATION: These units provide credit towards the TAE40116 Certificate IV in Training and Assessment

UNIT CODE	DESCRIPTION
BSBCMM401	Make a presentation
TAEDEL301	Provide work skill instruction

DELIVERY STRUCTURE: Face to face training over two days

In-House training: This Skill Set can be customised to suit your organisation and delivered in a flexible format to suit your workplace requirements. Contact Trainwest for more information.

Recognition of Prior Learning (RPL): This Skill Set can be attained via RPL. For more information on the RPL pathway and initial application documentation please contact Trainwest.

CERTIFICATION: Upon successful completion, participants will receive a Statement of Attainment for the TAESS00014 Enterprise Trainer Skill Set. These units meet industry requirements for enterprise trainers.

Required resources

- » A laptop that enables you to access the internet via Wi-Fi

INVESTMENT:

COST	DELIVERY METHOD	DURATION
\$ 550.00	Face to Face training	2 Day
\$ 450.00	Recognition of prior learning	

For those who progress into the full TAE40116 Certificate IV in Training and Assessment, the repeat student discount will apply.

TAESS00014 Enterprise Trainer-Presenting Skill Set



2019 Course Dates	
Tuesday 25 th to Wednesday 26 th June	Belmont
Monday 5 th and Tuesday 6 th August	Belmont
Thursday 19 th to Friday 20 th September	Belmont
Wednesday 13 th and Thursday 14 th November	Belmont
Monday 9 th and Tuesday 10 th December	Belmont