trainwest
training your future

TAE40116 Certificate IV in Training and Assessment for Secondary School Teachers

Enquiry package

Nationally Recognised Training

Thank you for considering Trainwest. At the heart of Trainwest success is the quality of training that is provided. The Trainwest team are highly skilled in their relevant areas and provide an engaging and enjoyable environment to promote a positive learning experience.

The core business of Trainwest is the Certificate IV in Training and Assessment. We have been delivering versions of this qualification since 2007. During this time Trainwest has worked with students and clients from a range of organisations and industries. This experience places Trainwest in the unique position to understand the value that expert trainers can add to their workplace and industry. Trainwest's aim is to support and mentor the development of those skilling Australia's workforce.

Our Trainwest mission statement is:

To engage, motivate and inspire our learners, providing a high quality training and assessment service to individuals and across industry.

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.

Local entry requirements:

This specialised course is for teachers who are working in a secondary school environment and have access to students undertaking Vocational Education and Training courses. Students are required to provide a copy of the following documents with their enrolment:

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

154 Epsom Avenue,
Belmont Western Australia 6104

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admin@trainwest.com.au

Tel: 1300 938 411
RTO Number: 51807

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

UNIT CODE	DESCRIPTION	DURATION
TAEDES401	Design and develop learning programs	5 days
TAEDES402	Use training packages and accredited courses to meet client needs	
TAEDEL401	Plan, organise and deliver group-based learning	
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	
BSBCMM401	Make a presentation	

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

UNIT CODE	DESCRIPTION	DURATION
BSBCMM401	Make a presentation	1 day (Day 5)
TAEDEL301	Provide work skill instruction	

TAE40110 TO TAE40116 CERTIFICATE IV IN TRAINING AND ASSESSMENT UPGRADE: This Upgrade Course is for secondary teachers who hold the TAE40110 Certificate IV in Training and Assessment and are required to upgrade their 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

Teachers who hold the previous qualification can attend days three, four and five of the course to upgrade to the new qualification.

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UNIT CODE	DESCRIPTION	DURATION
TAEASS401	Plan assessment activities and processes	3 day (Days 3, 4 and 5)
TAEASS403	Participate in assessment validation	
TAEASS502	Design and develop assessment tools	

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 please contact Trainwest.

Video conferencing Students have the option of attending the face to face course or part of via video conferencing technology in the form of Skype for Business. Students require a computer with access to the internet. For more information on this option, please speak with the Trainwest Student Support team.

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

ASSESSMENT REQUIREMENTS

The TAE40116 Certificate IV in Training and Assessment is competency based. You will have assessments to complete externally to the classroom which will provide evidence that you have understood the training and applied it to the workplace. This requirement means that it is not possible to complete all of the assessment requirements during the face to face training.

ASSESSMENT METHODS

Students are required to complete assessment tasks for each module which typically include:

- Answers to knowledge-based questions and questions demonstrating student's application of the required knowledge
- Audio evidence of practical demonstrations
- Completion of workplace projects
- Third party reports from Qualified Assessors in your workplace

ASSESSMENT TIMEFRAMES

Students have up to 24 months to submit their assessments. Please be aware this is a maximum time frame and is greatly dependant on your current job role and pre-existing skills and abilities. You can submit your assessments at any time after attending the face to face component. The actual time for completion varies between students.

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REQUIRED RESOURCES

- Trainwest will provide a full set of learning and assessment materials to learners for all units of competency. Trainers will utilise detailed lesson plans and customised Power Point presentations.
- A laptop that enables you to access the internet via Wi-Fi is essential. Please note that Micosoft Office Suite is required to be installed.

SUPPORT PROVIDED

Trainwest provides ongoing support to students throughout the duration of the program via email and telephone. We also offer post course support workshops at no additional charge which will provide students with the opportunity to have time away from the workplace to work on assessments with support from the Trainwest Trainer and Assessor.

Each student has access to 30 minutes one on one coaching free of charge. Additional one on one coaching is available at an hourly rate for those who need it.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is available for this qualification.

RPL is an assessment based pathway and is suitable for those who already have the skills and knowledge in one or more of the areas which make up the TAE40116 Certificate IV in Training and Assessment and do not wish to undergo further training. For those considering RPL please speak with the Trainwest Student Support team. The Student Support Team will make an initial assessment of suitability and discuss the RPL process before sending an application kit.

NATIONAL RECOGNITION

Trainwest recognises qualifications and statements of attainment issued by other Registered Training Organisations and under the Australian Qualifications Framework.

If you have previously completed any nationally accredited training, please include your certificates and transcripts with your enrolment application for credit review.

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.

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INVESTMENT:

Course	Duration	Cost
Full Course	5 days	$ 1500.00
Upgrade Course	3 days	$ 650.00
Enterprise Trainer-Presenting Skill Set	1 days	$ 250.00
Daily professional development training rate	1 day	$ 2500.00

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

2020 Course Dates	
Course dates	**Location**
11th to 15th May	Belmont
22nd to 26th June	Belmont
24th to 28th August	Belmont
19th to 23rd October	Belmont
7th to 11th December	Belmont

Course dates are subject to change

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

Please refer to the Student Information Handbook for more information on Trainwest policies and procedures including fees, charges and refund policy.

LOCATION: All training is delivered at Trainwest Training Centre 154 Epsom Avenue Belmont WA 6104 or Trainwest Skills Training Centre Unit 2, 451 Yangebup Road, Cockburn Central WA 6164

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