



trainwest

training your future

TAE40116 Certificate IV in Training and Assessment

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.**

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.

Trainwest will assist you to identify your eligibility for enrolment into this course. The following documents must be read, completed and provided to accompany your enrolment:

- » Enrolment Form
- » Pre-existing skills and knowledge checklist (including informational videos)
- » Frequently Asked Questions
- » Trainwest Student Information Handbook
- » Copies of qualifications and transcripts you have previously attained



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

1. Training
2. Assessing

Each Cluster is required to be completed in order however attendance can be split over numerous courses. Trainwest recommends that you undertake the face to face component of the program over 6-12 months.

Cluster One – Training

UNIT CODE	DESCRIPTION	DURATION
BSBCMM411	Make presentations	5 days
TAEDEL401	Plan, organise and deliver group-based learning	
TAEDEL402	Use training packages and accredited courses to meet client needs	
TAEELN411	Address adult language, literacy and numeracy skills	
TAEDES401	Design and develop learning programs	
TAEDES402	Plan, organise and facilitate learning in the workplace	

Cluster Two – Assessing

UNIT CODE	DESCRIPTION	DURATION
TAEASS401	Plan assessment activities and processes	8 days
TAEASS402	Assess competence	
TAEASS403	Participate in validation	
TAEASS502	Design and develop assessment tools	

Cluster One - Group Delivery

Students will gain the skills and knowledge to:

- » Understand how adults learn, identifying learner characteristics, working with inclusivity and diversity
- » Exploring group dynamics in the learning environment
- » 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
- » 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
- » 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

Cluster Two - Assessing Process

Students will gain the skills and knowledge to:

- » 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)
- » 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
- » 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.

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



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
- » Video and 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.

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.
- » Please bring a laptop that enables you to access the internet via Wi-Fi is essential. Please note that Microsoft Office Suite is required to be installed. Your laptop will also require a USB port.
- » Please bring a notebook, pen, highlighter and a folder to place your evidence in

We strongly recommend that you familiarise yourself with the YouTube videos provided in the Pre-existing Skills and Knowledge Checklist document prior to attending the course.

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.



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. 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:

New Trainwest Students

Cluster	Module Name	Duration	Cost
One	Group Delivery Cluster	5 days	\$ 1250
Two	Assessing Cluster	8 days	\$ 2000
	TOTAL	13 days	\$ 3250

Returning Trainwest Students

Cluster	Module Name	Duration	Cost
All Clusters	TAE40116 Certificate IV in Training and Assessment	13 days	\$ 2995

Returning Trainwest Students

Delivery Method	Cost
Recognition of Prior Learning	\$ 3000.00
Recognition of Prior Learning – per unit	\$300
Personal coaching	\$150 per hour

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.



TAE40116 Certificate IV in Training and Assessment Course Calendar

2021 Belmont Course Dates



Cluster One	Cluster Two	
Days 1 to 5	Days 6 to 12	Day13
Wednesday 29 th September to Tuesday 5 th October	Wednesday 6 th to Thursday 14 th October	Friday 15 th October
Monday 18 th to Friday 22 nd October	Monday 25 th to Tuesday 2 nd November	Wednesday 3 rd November 2021
Monday 8 th to Friday 12 th November	Monday 15 th to Tuesday 23 rd November	Wednesday 24 th November
Monday 29 th November to Friday 3 rd December	Monday 6 th to Tuesday 14 th December	Wednesday 15 th December

Course dates are subject to change

LOCATION: All training is delivered at Trainwest Training Centre [154 Epsom Avenue Belmont WA 6104](https://www.trainwest.com.au/locations/154-epsom-avenue-belmont-wa-6104)



TAE40116 Certificate IV in Training and Assessment Course Calendar

2022 Belmont Course Dates



Cluster One	Cluster Two	
Days 1 to 5	Days 6 to 12	Day 13
Wednesday 5 th to Tuesday 11 th January	Wednesday 12 th to Thursday 20 th January	Friday 21 st January
Monday 24 th to Monday 31 st January Australia Day 26 th January	Tuesday 1 st to Wednesday 9 th February	Thursday 10 th February
Monday 14 th to Friday 18 th February	Monday 21 st February to Tuesday 1 st March	Wednesday 2 nd March
Tuesday 8 th to Monday 14 th March	Tuesday 15 th to Wednesday 23 rd March	Thursday 24 th March
Monday 28 th March to Friday 1 st April	Monday 4 th to Tuesday 12 th April	Wednesday 13 th April
Tuesday 19 th to Tuesday 26 th April ANZAC Day 25 th April	Wednesday 27 th April to Thursday 5 th May	Friday 6 th May
Monday 9 th to Friday 13 th May	Monday 16 th to Tuesday 24 th May	Wednesday 25 th May
Monday 30 th May to Friday 3 rd June	Tuesday 7 th to Wednesday 15 th June WA Day Monday 6 th June	Thursday 16 th June
Monday 20 th to Friday 24 th June	Monday 27 th June to Tuesday 5 th July	Wednesday 6 th July

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TAE40116 Certificate IV in Training and Assessment Course Calendar

2022 Belmont Course Dates



Cluster One

Cluster Two

Days 1 to 5

Days 6 to 12

Day 13

Monday 4th to Friday 8th July

Monday 11th to Tuesday 19th July

Wednesday 20th July

Monday 11th to Friday 15th July

Monday 18th to Tuesday 26th July

Wednesday 27th July

Monday 1st to Friday 5th August

Monday 8th to Tuesday 16th August

Wednesday 17th August

Monday 22nd to Friday 26th August

Monday 29th August to Tuesday 6th September

Wednesday 7th September

Monday 12th to Friday 17th September

Monday 19th to Wednesday 28th September

Thursday 29th September

Monday 3rd to Friday 7th October

Monday 10th to Tuesday 18th October

Wednesday 19th October

Monday 24th to Friday 28th October

Monday 31st October to Tuesday 8th November

Wednesday 9th November

Monday 14th to Friday 18th November

Monday 21st to Tuesday 29th November

Wednesday 30th November

Monday 5th to Friday 9th December

Monday 12th to Tuesday 20th December

Wednesday 21st December

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