



# trainwest

training your future

## TAESS00014 Enterprise Trainer-Presenting Skill Set 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.**

## 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.

**RECOMMENDED FOR:** This Skill Set is for 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.



**ENTRY REQUIREMENTS:** There are no prerequisites requirements for individual units. There are reading and writing requirements during the course and access to a computer is required.

### **PATHWAY INFORMATION:**

One of these units, upon successful completion, provide credit towards the TAE40116 Certificate IV in Training and Assessment



UNIT CODE	DESCRIPTION	DURATION
BSBCMM401	Make a presentation	2 days
TAEDEL301	Provide work skill instruction	

### **DELIVERY STRUCTURE:**

**Face to face** training for the TAESS00014 Enterprise Trainer-Presenting Skill Set program will be delivered over two 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.

**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.



## ASSESSMENT REQUIREMENTS

The TAESS00014 Enterprise Trainer-Presenting Skill Set 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 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.
- » 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 TAESS00014 Enterprise Trainer-Presenting Skill Set 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 a Statement of Attainment for the TAESS00014 Enterprise Trainer-Presenting Skill Set.



## INVESTMENT:

COST	DELIVERY METHOD	DURATION
\$ 550.00	Face to face	5 days
\$ 500.00	Recognition of prior learning	
\$ 300.00	Personal coaching (if required)	2 hours

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

**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

## TAE5500014 Enterprise Trainer-Presenting Skill Set Calendar



### 2020 Course Dates



Course dates	Location
Thursday 30 <sup>th</sup> and Friday 31 <sup>st</sup> July	Belmont
Thursday 20 <sup>th</sup> and Friday 21 <sup>st</sup> August	Belmont
Thursday 8 <sup>th</sup> and Friday 9 <sup>th</sup> October	Belmont
Thursday 12 <sup>th</sup> and Friday 13 <sup>th</sup> November	Belmont
Tuesday 1 <sup>st</sup> and Wednesday 2 <sup>nd</sup> December	Belmont

Course dates are subject to change