

TAE40116: Certificate IV in Training and Assessment

Course handbook



The purpose of this handbook is to provide you with the detailed information of the course-TAE40116 Certificate IV in Training and Assessment.

The Certificate IV in Training and Assessment is the essential qualification for any trainer and assessor in Australian Vocational Education and Training sector. This qualification covers a wide range of knowledge and skills related to the delivery and assessment of nationally accredited training programs. This qualification is also suitable for those who are engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET program.

This qualification will therefore be suitable for those who are looking to deliver formal training in a structured training environment (such as with a TAFE or Private RTO), provide on-the-job instruction in a workplace environment, (such as delivering one-to-one training to apprentices), conduct workplace assessments and skill audits, as well as coaching and mentoring of staff.

Licensing/Regulatory Information:

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

Entry Requirements:

Academic 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.

We will ask you to bring in evidence of this on Day 1 of your face-to-face class. This could be:

- a resume
- a job description
- a statement of attainment of a relevant unit of competency
- a certificate of a relevant qualification
- evidence of professional development or
- anything that shows your experience in your proposed teaching and assessing area

Admission requirements:

- Provide a valid Unique Student Identifier (USI)
- During the enrolment process you will be required to provide photographic identification to be stored on your participant file. This is to assist trainers in ensuring the person who has enrolled in the course is the same person who is attending workshops.
- After booking into the course, you will be required to undertake Language, Literacy and Numeracy (LLN) Assessment. A link will be forwarded to you after booking to complete the LLN assessment. The purpose of this evaluation is to ensure you have the language and literacy skills required to succeed in the course. It will also assist us to identify any language and literacy support that you will require during the duration of the course.
- You must have a laptop or tablet that can be used in class to access websites and to complete exercises.
- This qualification requires intermediate skills in word processing and using the Internet to search and locate information. Support will be provided as required to develop the participants' skills. All assessment documents are written in Microsoft Word.
- Candidates with special needs are advised to inform your trainer so that reasonable adjustments to training and assessment can be contemplated.
- Where a student has an identified need for assistance with language, literacy or numeracy, St John Ambulance Australia's trainers and assessors will endeavor to provide this assistance directly.

Modes of delivery

Blended learning (use combination of face to face and self-paced learning)

Recognition of Prior Learning (for experienced trainers and assessors who have evidence to support their current competence in the relevant units of competency which comprise the qualification).

Credit Transfer (for all trainers and assessors who have gained the unit of competency that is equivalent to the current units listed below may apply for credit transfer)

Duration of the course:

The duration of the course is 30 weeks (20 weeks face to face and 10 weeks self-guided learning). For further information on the timetable please refer to the section below.

Course structure:

There are 10 units in the Certificate IV in Training and Assessment. These are divided into 9 core units and 1 elective unit. These are listed below:

Core Units

- TAE40111 Address adult language, literacy and numeracy skills
- TAEDES401 Design and develop learning programs
- TAEDES402 Use Training Packages and accredited courses to meet client needs
- TAEASS401 Plan assessment activities and processes
- TAEASS402 Assess competence
- TAEASS403 Participate in assessment validation
- TAEASS502 Design and develop assessment tools
- TAEDEL401 Plan, organise and deliver group-based learning
- TAEDEL402 Plan, organise and facilitate learning in the workplace

Elective Units

- BSBCMM401 Make a presentation

Enrolment:

Please click on the link on the St John website in your respective States and Territories to book into the course.

South Australia: <https://www.stjohnsa.com.au/>

Victoria: <https://www.stjohnvic.com.au/>

New South Wales: <https://www.stjohnnsw.com.au/>

Australian Capital Territory: <http://www.stjohnact.com.au/>

Queensland: <https://www.stjohnqld.com.au/>

Northern Territory: <https://www.stjohnnt.org.au/>

Tasmania: <https://www.stjohntas.org.au/>

National office: <https://stjohn.org.au/>

Upon payment you shall receive a confirmation letter which will include all the details of course enrolled along with the enrolment form.

Upgrading from TAE40110 to TAE40116

If you hold TAE40110 Certificate IV in Training and Assessment, an upgrade program is available.

Check the list of units of competency that you have completed and compare them to the list below under credit transfer. You will find that you are entitled for up to 8 units of competency through Credit Transfer (CT).

Depending on what you have done as a trainer, you may be able to submit a Recognition of Prior Learning (RPL) application for the outstanding units not covered by credit transfer. For example, participation in an assessment validation panel can be used as evidence towards TAEASS403 Participate in assessment validation.

If you don't have enough evidence for Recognition of Prior Learning but you have completed TAEASS401B or TAEASS403B, contact your St John State or Territory office about completing a special program that will enable you to complete TAEASS401 and TAEASS403.

Credit Transfer:

If you have completed any of the units of competency in the following table, you are entitled to credit transfer. This means that you do not need to complete the unit of competency in the left-hand column, reducing the time it takes you to complete the qualification.

Code and title current version	Code and title previous version (equivalent)
TAEASS402 Assess competence	TAEASS402B Assess competence
TAEASS502 Design and develop assessment tools	TAEASS502B Design and develop assessment tools
TAEDEL401 Plan, organise and deliver group-based learning	TAEDEL401A Plan, organise and deliver group-based learning
TAEDEL402 Plan, organise and facilitate learning in the workplace	TAEDEL402A Plan, organise and facilitate learning in the workplace
TAEDES401 Design and develop learning programs	TAEDES401A Design and develop learning programs
TAEDES402 Use training packages and accredited courses to meet client needs	TAEDES402A Use training packages and accredited courses to meet client needs
TAELLN411 Address adult language, literacy and numeracy skills	TAELLN401A Address adult language, literacy and numeracy skills
BSBCMM401 Make a presentation	BSBCMM401A Make a presentation

If you would like to apply for credit transfer, contact your trainer who can provide a form which needs to be completed. You will need to attach a copy of your qualification (including a list of the units of competency completed) to your application. We are required to contact the Registered Training Organisation who issued your certificate to confirm the authenticity of the certificate.

Recognition of Prior Learning:

If you believe you may have some or all of the knowledge and skills covered in the units of competency, you may apply for Recognition of Prior Learning. For example, you are an experienced school teacher who now needs to gain the Certificate IV in order to teach specific vocational courses.

If you would like to apply for Recognition of Prior Learning, contact your trainer who can provide advice and provided you with the RPL candidate guide for each unit for which you want to apply for RPL.

Completing assessments and marking criteria

All the *Assessment Task Workbooks* will be provided by your trainer in Microsoft Word format. You will need to complete your answers in the workbook and email to your trainer. Your trainer will provide you feedback in your workbook.

In the *Assessment Task Workbook*, each assessment task provides explicit instructions on how to complete the task. You should use these instructions along Assessor Comments and feedback section which includes performance criteria, knowledge evidence and performance evidence. Refer to this section to determine the criteria you are getting assessed against and that you have addressed all the marking criteria.

The *Assessment Task Workbook* has been designed specifically to be completed electronically in Microsoft Word. This will ensure there is ample spacing for your responses to questions and tasks, as the document will adjust to accommodate the written responses. Your *Assessment Task Workbook* will be required to uploaded/submitted on; your trainer will provide you with instructions during workshops on how to complete submissions. You also be able to access your marked assessment and refer to the feedback provided by your assessors. The certificates will be issued within 30 days upon successful completion of all the units of competency.

Self-guided learning

Over the course of 30 weeks you will be expected to complete some independent learning, particularly in the weeks where no classes are scheduled. As per the timetable below, there are 10 weeks where you will need to complete self-guided learning tasks. During this time your assessor will be available to assist you with your studies.

Opportunities to resubmit

Should any of your submitted assessment tasks be found not yet competent, each participant will be provided one opportunity per assessment task to resubmit to ensure competence. Your trainer will be able to provide feedback on why your submission is not yet competent and advise how it can be improved in order to be found competent.

Timetable

The below mentioned timetable provides a workshop schedule for the 30-week duration of the course. The course includes 20 mandatory workshops (one per week), covering the 10 units of competency.

In the weeks where no classes are scheduled you will be expected to complete 20 hours of self-guided learning activities, which will be discussed during the workshops. You will have access to the assessor who will be available to support you with any queries which may arise during your self-guided learning. During the weeks where workshops are scheduled there will be an additional 12 hours of self-guided learning per week.

More information

For more information about completing a course with St John Ambulance Australia, including complaints, appeals and privacy download the participant handbook which is located at www.stjohn.org.au.

For more information on this course contact the St John Ambulance Australia training office in your State/Territory.

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Timetable TAE40116 Certificate IV in Training and Assessment

Week of study	Unit of competency	Workshop topic	Self-guided learning (no scheduled classes)
1	TAEDES402	Use training packages and accredited courses to meet client needs	
2	TAEDES402	Use training packages and accredited courses to meet client needs	
3	TAEDES401	Design and develop learning programs	
4	TAEDES401	Design and develop learning programs	
5			TAEDES401
6			TAEDES402
7	BSBCMM401	Make a presentation	
8	BSBCMM401	Make a presentation	
9	TAEDEL401	Plan, organise and deliver group-based learning	
10	TAEDEL401	Plan, organise and deliver group-based learning	
11			TAEDEL401
12			BSBCMM401
13	TAEDEL401	Plan, organise and deliver group-based learning	
14	TAELLN411	Address adult language, literacy and numeracy skills	
15	TAEDEL402	Plan, organise and facilitate learning in the workplace	
16	TAEDEL402	Plan, organise and facilitate learning in the workplace	
17			TAELLN411
18			TAEDEL402
19	TAEASS401	Plan assessment activities and processes	
20	TAEASS401	Plan assessment activities and processes	
21	TAEASS402	Assess competence	
22	TAEASS402	Assess competence	
23			TAEASS401
24			TAEASS402
25	TAEASS403	Participate in assessment validation	
26	TAEASS403	Participate in assessment validation	
27	TAEASS502	Design and develop assessment tools	
28	TAEASS502	Design and develop assessment tools	
29			TAEASS403
30			TAEASS502