



COURSE HANDBOOK

TAE40116 CERTIFICATE IV IN TRAINING AND ASSESSMENT

Course Information

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 the 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.

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

- TAELLN411 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

Licensing/Regulatory Information

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. During the application process, you will be asked to provide details of relevant qualifications and experience.

Trainers and assessors must have very good language and literacy skills to be effective in the role. During the application process, you will be required to undertake Language, Literacy and Numeracy (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.

Other Requirements

- 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.
- You must provide a valid Unique Participant Identifier (USI)
- You will be required to provide photographic identification at your first class. This is to assist trainers in ensuring the person who has enrolled in the course is the same person who is attending workshops.
- Candidates with special needs are advised to inform your trainer so that reasonable adjustments to training and assessment can be contemplated.
- Where a participant 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.

Duration of the course

The course is delivered using a blended learning model, combining face to face and self-paced learning. The duration of the course is 30 weeks (21 weeks face to face and 9 weeks self-guided learning). For further information on the [timetable](#) please refer to the section below.

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.

Upgrading from TAE40110 to TAE40116

If you hold TAE40110 Certificate IV in Training and Assessment, an upgrade program is available. You will find that you are entitled for up to 8 units of competency through Credit Transfer (CT) – see below. If you have CT for 8 units, it will normally only take a 1 day workshop with self-guided learning to complete the upgrade.

Enrolment:

Please click on the link on the St John TAE website to book into the course.

<https://tae.stjohn.org.au/>

The website has full details of available classes. You can book into the full course or to the upgrade course.

After completing the booking process, you will receive an email with details of how to access the pre-course requirements. You are required to provide details of your relevant qualifications and experience and complete the language, literacy and numeracy assessment. (see entry requirements above for more details) These pre-course requirements should be completed as soon as possible.

On successful completion of the pre-course requirements, you will be provided with an invoice for payment of 50% of the course fees.

Upon payment you will receive a confirmation letter which includes all the details of your enrolment, along with the enrolment form. You will also be given full access to the course resources and be able to attend the first workshop.

Fees and Charges

The refund and fees policy informs you of your rights and obligations regarding participant fees, additional costs, and eligibility requirements for refunds.

All fees and charges are fully disclosed at time of purchase and are available on each course page and on our St John TAE [Enrol](#) page.

- A. Payments:** Payments may be made by credit card (MasterCard or Visa) or via zipMoney (payment plan). A participant is not considered enrolled in a course and therefore not eligible for the issue of an award, until the required fee is paid. All fees and charges are in Australian dollars. Credit card (Mastercard or Visa): Credit card payments are available by phone or via our online enrolment process.
- B. Deposits and pre-paid fees:** When you pay more than \$1500 in course fees before the course starts, SJAA will ensure that a bank guarantee is held for an amount no less than the total amount of prepaid fees in excess of \$1500 per participant.
- If you pay the initial fee using your credit card, this same card will be automatically debited with the final payment when due. We will not issue you your testamur until the final balance payment has been received. If you fail to remit the balance payment on the due date:
- Your enrolment will be suspended until the balance is remitted. (This means that St John will not provide further training, assessment or support services to you until the balance is paid.)
 - Your enrolment period expiration date remains unaffected by the suspension.
- C. RPL:** If you are undertaking Cert IV TAE via Recognition of Prior Learning, it will attract a fee. If your application attracts a fee, you will be advised before the RPL process commences. During the duration of the course if you are unable to provide the required evidence for a specific unit in your qualification, you will be permitted to complete an assessment workbook for that particular unit.
- D. Discounts:** Promotional discounts are available from time to time but do not apply to purchases using payment plans including the zipMoney facility.
- E. Assessment submissions:** Any assessments which are submitted after 30-weeks will incur fee of \$120 per unit to mark/assess the assessments.

Refunds

A participant or client requesting a refund must download, complete, and submit our [enrolment cancellation and refund request form](#).

Withdrawal before course commencement:

- A full refund of the course fee will be given if we receive the refund request at least five (5) days before the start of the class.
- An administrative fee of \$250 will be charged if the withdrawal request is received less five (5) days before the start of the class. Allow up to four weeks for all refund requests to be processed.

Withdrawal after course commencement:

- No refund will be granted after a class has commenced unless the course is cancelled by us or due to illness or hardship. You are considered to have commenced the course once you have received the enrolment details with full access to the course materials.
- If you withdraw from the course due to illness or hardship, St John may, at its discretion, give you a refund of the course fees. The following conditions apply:
 - You must produce satisfactory evidence of the circumstances of your withdrawal e.g., medical certificates, etc.
 - You will forfeit \$250 as a non-refundable administration fee.
 - You must not have completed any assessment tasks or lessons associated with the course.
 - If you fail to attend the scheduled class, you will be deemed a “no show” and will not be assessed or entitled to a refund unless you have contacted us and supplied a medical certificate within 48 hrs of the scheduled course.

Rescheduling/Postponing the course

- If you are unable to attend the course, you may transfer to another available class at no cost where written notice of transfer is received at least two (2) days business days before the commencement date of the original course, and a vacancy exists in another course.
- You may transfer to another available class on payment of an administrative fee of \$50 where written notice of transfer is received between two (2) business days before the commencement date and fifteen (15) weeks of class commencement of the original course.
- There will be no course/class transfer request granted after fifteen (15) weeks of class commencement.

Cancellation of the course by St John Ambulance Australia

- Should, St John cancel a course for any reason, and you are already enrolled at the time the cancellation is announced, you will be entitled to a full refund of all fees paid (including the administrative fee).
- If St John cancels a course after the course has started, you will be entitled to a refund of fees paid less the cost of units already undertaken. If you have completed units assessed as “Competent”, you will be issued with a statement of attainment for those units completed.

Recognition of Prior Learning:

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

If you are an experienced VET trainer, you may be able to submit a Recognition of Prior Learning (RPL) application for some units. For example, participation in an assessment validation panel can be used as evidence towards TAEASS403 Participate in assessment validation.

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

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.

Completing assessments and marking criteria

All the *Assessment Task Workbooks* will be provided in Microsoft Word format. You will need to complete your answers in the workbook and submit 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 with Assessor Comments and Feedback section which includes performance criteria, knowledge evidence and performance evidence. Refer to this section to determine the criteria you are being assessed against and to ensure that you have addressed all the marking criteria.

The *Assessment Task Workbook* has been designed 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 trainer will provide you with instructions during workshops on how to submit completed workbooks.

Opportunities to resubmit

Should any of your submitted assessment tasks be found Not Yet Satisfactory (NYS), each participant will be provided one opportunity per assessment task to resubmit to ensure competence. Your trainer will 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 timetable below provides a workshop schedule for the 30-week duration of the course. The course includes 21 mandatory workshops (one per week), covering the 9 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 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.

1300 ST JOHN (1300 78 5646)

www.stjohn.org.au

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Timetable TAE40116 Certificate IV in Training and Assessment

Weeks	Unit of competency	Workshop topic	Assessment Due
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	Self-guided learning (no scheduled classes)		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	Plan, organise and deliver group-based learning	
12	Self-guided learning (no scheduled classes)		TAEDEL401
13			BSBCMM401
14	TAELLN411	Address adult language, literacy and numeracy skills	
15	TAELLN411	Address adult language, literacy and numeracy skills	
16	TAEDEL402	Plan, organise and facilitate learning in the workplace	
17	TAEDEL402	Plan, organise and facilitate learning in the workplace	
18	Self-guided learning (no scheduled classes)		TAELLN411
19			TAEDEL402
20	TAEASS401	Plan assessment activities and processes	
21	TAEASS401	Plan assessment activities and processes	
22	TAEASS402	Assess competence	
23	TAEASS402	Assess competence	
24	Self-guided learning (no scheduled classes)		TAEASS401
25			TAEASS402
26	TAEASS403	Participate in assessment validation	
27	TAEASS403	Participate in assessment validation	
28	TAEASS502	Design and develop assessment tools	
29	TAEASS502	Design and develop assessment tools	
30	Self-guided learning (no scheduled classes)		TAEASS403 and TAEASS502