

## TAA40104

# CERTIFICATE IV IN TRAINING AND ASSESSMENT

The Certificate IV in Training and Assessment program is designed for both people who are working as workplace trainer and assessor, and those who plan to move into the training and assessing field.

### The Certificate

The TAA40104 qualification is an essential requirement for working as trainer and assessor within government and private registered training organisations (RTO). It also allows the holder to be working in a similar role within organisations other than RTOs, such as trades / commerce, enterprises, corporations, etc.

### The Program

This program is offered via face-to-face interaction and discussion in a training room. Practical workshops and practice training opportunities are part of this process. Participants are also required to participate in after course workplace projects and assessment tasks.

The full program includes 12 core and 2 elective units. It can be delivered by: 1) Part time - 2 days per week over a period of 4 weeks; 2) Full time - one week from Monday to Friday plus 2 days for assessment. The program specifies the competencies required to deliver training in an industry or area of subject matter expertise. This certificate also specifies the competencies required to conduct competency-based assessment in a range of contexts.

### Assessment

Assessments are competency-based via a range of practical and written assessment tasks which include:

- written questionnaires
- project work / small group activities
- Practical training session delivery tasks during class time
- Workbook and Portfolio

### SPECIAL REQUIREMENTS

Participants are required to have a level of English language and literacy skills, i.e. effective language, communications and interpersonal skills. This also includes the ability to adequately prepare for training and assessment of their students. For example:

- Write a range of documentation such as assessment tools and lesson plans
- Use workplace documents and produce training records

### Units of Competence

TAAENV401B	Work effectively in vocational education and training
TAAENV402B	Foster and promote an inclusive learning culture
TAAENV403B	Ensure a healthy and safe learning environment
TAADES401B	Use Training Packages to meet client needs
TAADES402B	Design and develop learning programs
TAADEL401B	Plan and organise group-based delivery
TAADEL403B	Facilitate individual learning
TAADEL404B	Facilitate work-based learning
TAAASS401C	Plan and organise assessment
TAAASS402C	Assess competence
TAAASS403B	Develop assessment tools
TAAASS404B	Participate in assessment validation
TAADEL301C	Provide training through instruction and demonstration of work skills
TAADEL402B	Facilitate group-based learning

# COURSE REGISTRATION FORM

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms			Date of Birth: / / (dd/mm/yy)		
First Name:			Surname:		
Organisation:					
Job Title:					
Residential Address:					
City / Suburb:		State:		Postcode:	
Postal Address:		State:		Postcode:	
Phone (Home):			Phone (Work):		
Mobile:			Email:		

## Cost

\$2380 (Includes Program Handbook, all course notes, nationally recognised certificate, facilities and beverage)

## Payment method

Cash, Cheque or EFTPOS (Please made Cheque payable to Seafood & Maritime Industries Training Ltd)

## Registration & Enquiry

Please return your Registration Form to SMIT Front Office

No matter which industry or business area you work in, if you are interested to be a trainer or consultant and to contribute to the future directions of a credible and qualified workforce –

**CONSIDER THIS AS YOUR OPPORTUNITY**

**ALL FEES MUST BE PAID IN FULL BEFORE THE COURSE IS COMMENCED; EXAM RESULTS/CERTIFICATES WILL NOT BE RELEASED TO MARINE SAFETY BRANCH/ISSUED UNLESS FEES ARE PAID IN FULL.**

Cancellation Fees Apply - \$25 (More than 1 week notice) - \$50 (Less than 1 week notice)

Certification Re-Issue Fee \$30 Fees Subject to Change

**WE ACCEPT CASH, CHEQUE OR EFTPOS FOR TUITION FEES.**

**THANK YOU.**

This organisation is not responsible for any errors, omissions or exemptions.