

TAA40104

## Certificate IV in Training and Assessment (Online)

Are you involved with training people and need to gain the correct qualification?

Advance your career potential as a trainer, manager or supervisor working in a learning environment with the skills and knowledge to implement structured training and assessment in a variety of workplaces including the Vocational Education and Training (VET) sector.



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**What qualification do I get?**

TAA40104 Certificate IV in Training and Assessment

**Where can this qualification take me?**

Opportunities exist within a broad range of functions and activities in the vocational education and training (VET) sector and may include working as a workplace assessor, workplace trainer, tutor or teacher at TAFE or other registered training organisations.

You may also gain an additional qualification if you choose to continue your study in TAA50104 Diploma of Training and Assessment. The Diploma may also lead to higher-level studies at University and exemptions may apply.

**Are there any entry requirements into this course?**

Before enrolling you need to ensure you can meet the following entry requirements:

I can demonstrate that:

- I have at least two years experience in the workplace
- I have effective language, communication and interpersonal skills
- I have effective writing skills relative to a business environment
- I have written at least a two page report
- I am able to plan and organise, read, research, interpret, analyse and synthesise information
- I have access to a computer with an internet connection
- I know how to use computer technology to research and develop learning and assessment resources
- I have a working knowledge of basic computer programs, such as word processor, internet browser, email

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You will need to have access to a practice workplace environment. This means if you are not currently working, you will need to simulate a workplace environment and deliver a training session to a minimum group of at least 3 people. You do need to choose training from an accredited Training Package and you will need to record yourself delivering the training session on video or alternatively through video conference

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## I.T Specifications

### Hardware:

IBM compatible computer, 300 MHz processor  
64 MB of RAM  
4 Gb hard disk  
800 x 600 display (1024 x 768 recommended)  
CD ROM drive  
1.44 Mb floppy disk drive  
Sound card and speakers or headphones  
28.8k modem or higher configuration or  
Macintosh® equivalent

*Access to a printer would also be useful, in order to print out pages from within the Toolbox.*

### Software:

Microsoft® Windows® 95,98 or 2000 (PC users)  
Mac OS® 8.9 and above (Macintosh® users)  
Microsoft® Internet Explorer 5 or 6 or  
Netscape® Navigator 6 or higher  
JavaScript and CSS support enables  
Programs such as Microsoft® Word and Excel, to open and use  
downloadable forms, checklists, spreadsheets and worksheets  
A valid email address

### Plug-ins

You will require the following plug-ins to run the multimedia interactions in this Toolbox:

Adobe® Flash Player®  
Macromedia® Shockwave Player®  
Adobe® Acrobat® Reader™

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## How much will this course cost?

\$1850

*Please note there is no refund or payment plan available for this program.*

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## Financial Assistance

To obtain information about a full time study workload which may assist you in accessing Centrelink payments for this program, please call or email the Customer Service Contact Centre. To assist you with further eligibility requirements please contact Centrelink directly on the numbers below:

Pension Education Supplement, Youth Allowance and Austudy – 13 24 90  
Newstart Allowance - 13 28 50  
Abstudy – 13 23 17

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**How long will this course take to complete?**

6 months.

The maximum nominal hours for this course are 370 hours. This should include completing both the online training module and the associated formal assessment component.

Full-time load: 15 hours/week

Full-time duration: 26 weeks

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**Can I use any of my existing skills and experience towards this course?**

Applicants may receive Recognition of Prior Learning (RPL) of their previous knowledge and experiences through supplying the following evidence for RPL assessment:

- work experience
- life experiences (including voluntary work and leisure pursuits)
- previous study e.g. qualifications, industry training
- professional development programs or courses

The RPL process for this program is currently assessed against the classroom or paper- based learning mode and **not against this online learning mode**. Therefore partial RPL will require you to complete the remaining units of competency through classroom attendance or paper-based learning through Brisbane North Institute of TAFE. If you believe you are eligible for RPL for all or part of this certificate please contact a consultant to discuss the process prior to enrolment.

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**How do I enrol?**

You can enrol online through student self service or over the phone with a credit card. Alternatively you can complete an enrolment form and post it in with a Cheque or Money Order.

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**How will I be studying?**

Your learning material is online and there are three practical assessment pieces.

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**Who will be helping me with my study and assessments?**

Once you have enrolled and obtained access to your online learning environment, you will be contacted by your Study Coach who will provide an online orientation to help familiarise you with the fundamentals of this course and navigate your way around the website.

Your Study Coach will also introduce you to your Trainer who will be assisting you with your learning plan and submissions of your assessment. Most of your communication with your Study Support Team will occur online via email, discussion boards and chat room. Additionally, if you need a real chat, your team will only be a phone call away.

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**What else do I need to know before I make a decision?**

It is important that you access and understand the following information prior to enrolling in this program:

- Training and assessment arrangements including RPL
- Fees and charges
- Facilities and client support services
- Complaints and appeals procedures

You can access this information by visiting the TAFE Open Learning website homepage [www.openlearning.tafe.qld.gov.au](http://www.openlearning.tafe.qld.gov.au) and clicking on the [Brisbane North Institute of TAFE](#) link. Alternatively, to obtain a hard copy of this information please call the Customer Service Contact Centre.

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## Contact Us

If you would like additional information about this qualification, or about any of the wide range of qualifications offered by **TAFE Open Learning**, you can visit our website [www.openlearning.tafe.qld.gov.au](http://www.openlearning.tafe.qld.gov.au) or contact us via our:

Customer Service Contact Centre: Freecall **1800 657 387**  
Mon, Tues, Wed & Fri: 8 am - 5:30 pm  
Thurs: 9 am to 5:30 pm

Postal Address: GPO Box 1326, Brisbane QLD 4001

Email: [enquiries.tol@deta.qld.gov.au](mailto:enquiries.tol@deta.qld.gov.au)

Fax: (07) 3259 4548

## Course structure

P = Practical Units

C = Core Units

E = Elective Units

Unit Code	Unit Name	Hours	P	C&E
TAAENV401B	Work effectively in Vocational Education and Training	15		C
TAAENV402B	Foster and promote an inclusive learning culture	15		C
TAAENV403B	Ensure a healthy and safe learning environment	15		C
TAADEL401B	Plan and organise group-based learning	30		C
TAADEL402B	Facilitate group-based learning	30		E
TAADEL403B	Facilitate individual learning	20		C
TAADEL404B	Facilitate work-based learning	20		C
TAAASS401C	Plan and organise assessment	30	P	C
TAAASS402C	Assess competence	25	P	C
TAAASS403B	Develop assessment tools	35	P	C
TAAASS404B	Participate in assessment validation	20	P	C
TAADES401B	Use training packages to meet clients needs	35		C
TAADES402B	Design and develop learning programs	40		C
TAALLN401B	Address language, literacy and numeracy issues within learning and assessment practices	40		E

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This brochure was last updated 3<sup>rd</sup> August 2009. All information was accurate at time of printing.

**Contact 1800 657 387**  
**[www.openlearning.tafe.qld.gov.au](http://www.openlearning.tafe.qld.gov.au)**