

# TAE Academy and NSWNMA have formed a partnership in order to offer the members of NSWNMA the TAE40116 Certificate IV in Training and Assessment at a discounted rate.



The launch of this joint venture **will commence in March 2020** and will allow the nurses and midwives of NSW to undertake the Certificate IV program in a contextualised manner and with their peers. The program is delivered in 12 days over a period of 9 Months. Alternatively we have an online program available to those that cannot attend the face to face workshops.

## Program Outline

This program is designed for vocationally qualified or skilled individuals who are seeking a career as a Trainer and/or Assessor in their field of expertise. This may be in a formal Vocational Education & Training (VET) environment, such as an RTO or TAFE Institute, or in a workplace or other corporate environment. It is designed to build knowledge and skills in a logical sequence, with a deep but broad overview of the sector upfront so that participants get an early and realistic insight into what a career in VET will entail.

Participants who successfully complete this program will develop the skills and knowledge required to confidently and competently:

- Work within an accredited, competency-based training framework
- Work within the Vocational Education & Training quality framework
- Design, develop and deliver engaging group training programs
- Design and develop robust and rigorous assessment tools
- Plan and conduct assessments of competence of individuals
- Validate the effectiveness of all resources and outcomes

### Location:

**50 O’Dea Ave, Waterloo NSW 2017**

### Cost for Online program is:

**\$1431.00**

*A payment plan of four \$357.75 installments is available*

### Cost for our Face to Face program is:

**\$2765.00**

*A payment plan of six \$460.95 installments is available*



For more info on our Online program see page 5 or call now.



For more info on our Face to Face program see page 2 or call now.

**REGISTER YOUR INTEREST TODAY, VISIT** [taeacademy.edu.au/nswnma](http://taeacademy.edu.au/nswnma)

# TAE40116 Certificate IV in Training and Assessment (12 Day Face-to-Face)

## Entry Requirements

- Participants must be either vocationally qualified, or able to demonstrate vocational competence through work experience (this is usually done by providing a current copy of your CV and possibly references from an employer)
- Participants also require access to real learners - coursework requires participants to deliver training sessions and conduct assessments with real learners
- Ability to attend all workshops.



### Computer Literacy

Please note. The majority of assessment tasks in this program are required to be written in Microsoft Word and uploaded as pdf. Therefore, participants need to be reasonably proficient using MS Word (basic functions are usually fine) and able to perform other basic computer tasks such as converting word to pdf and uploading. Familiarity and competence in using web based interfaces is also crucial in order to easily navigate and use the TAE's online portal.



### Bring Your Own Device

Participants are expected to bring their own device to all face-to-face workshops. A laptop or other suitable device with MS Word and an internet browser is recommended.

## Program Description

This program is designed for vocationally qualified or skilled individuals who are seeking a career as a Trainer and/or Assessor in their field of expertise. This may be in a formal Vocational Education & Training (VET) environment, such as an RTO or TAFE Institute, or in a workplace or other corporate environment.

Participants will develop the skills and knowledge required to confidently and competently:

- work within an accredited, competency-based training framework
- work within the Vocational Education & Training quality framework
- design, develop and deliver engaging group training programs
- plan and facilitate individualised learning & development pathways
- design and develop robust and rigorous assessment tools
- plan and conduct assessments of competence of individuals
- validate the effectiveness of all resources and outcomes

# 12 Day Program Outline

## Day 1

Introduction to the VET industry & competency frameworks

Fundamentals and course expectations

## Day 2 & 3

Designing learning programs

Units covered:

TAEDES401 - Design and develop learning programs

TAEDES402 - Use training packages and accredited courses to meet client needs

## Day 4

Group based delivery

Units covered:

TAEDEL401 - Plan, organise and deliver group-based learning

BSBCMM401 - Make a presentation (elective)

## Day 5

Addressing language, literacy and numeracy skills

Unit covered:

TAE LLN411 - Address adult language, literacy and numeracy skills

## Day 6

Workplace delivery

Unit covered:

TAEDEL402 - Plan, organise and facilitate learning in the workplace

## Day 7 & 8

Designing and developing assessment plans and tools

Units covered:

TAEASS502 - Design and develop assessment tools

TAEASS401 - Plan assessment activities and processes

## Day 9 & 10

Planning and conducting assessments

Units covered:

TAEASS401 - Plan assessment activities and processes

TAEASS402 - Assess competence

## Day 11

Validating assessment tools and outcomes

Unit covered:

TAEASS403 - Participate in assessment validation

## Day 12

Review and finalisation of outstanding tasks

Unit covered:

TAEASS502 - Design and develop assessment tools

## Duration

12 Months\*

*\*This is a rough estimation. The amount of time required may vary for each individual, depending on multiple factors such as previous experience, current level of skill and knowledge, and ability to integrate assessment tasks with normal work activities.*



# 12-Day Program Information

## Assessments

- Assessment methods will typically include any combination of:
- Observations/Demonstrations
- Written questions (online)
- Presentations
- Practical tasks; real group training sessions, real candidate assessments, real resource development, validation activities etc.
- Other project tasks; assessment plans, session plans etc.

## Features and Benefits

- Face to Face delivery, support and clarification of the tasks that need to be completed outside of class time (in between workshops).
- Access to eLearning and online videos, learner guides and structured learning activities to ensure a holistic learning experience
- Genuine support provided to give the participant every opportunity for a successful outcome, including access to face-to-face support sessions provided at no additional cost, as well as webinars, phone and email assistance on demand, from a dedicated trainer

## Pricing

\$2,765 per participant (GST Free)

A payment plan option of 6 equal monthly instalments is available for those interested.

## Dates

**Day 1:** Monday 6th April

**Day 2 & Day 3:** Monday 11th May & Tuesday 12th May

**Day 4:** Wednesday 10th June

**Day 5:** Wednesday 8th July

**Day 6:** Tuesday 11th August

**Day 7 & Day 8:** Wednesday 23rd September & Thursday 24th September

**Day 9 & Day 10:** Tuesday 13th October & Wednesday 14th October

**Day 11:** Wednesday 11th November

**Day 12:** Tuesday 8th December

**Location:** 50 O'Dea Avenue, Waterloo NSW 2017

**REGISTER YOUR INTEREST TODAY, VISIT** [taeacademy.edu.au/nswnma](http://taeacademy.edu.au/nswnma)

If there are any questions regarding this proposal or any of its content, please contact Kristy Tomlinson via phone or email.

 **1300 000 TAE**  **[kristy@ivet.edu.au](mailto:kristy@ivet.edu.au)**

# TAE40116 Certificate IV in Training and Assessment (Online)

## Program description

This program is designed for vocationally qualified or skilled individuals who are seeking to become a qualified Trainer and/or Assessor in their field of expertise in a formal Vocational Education & Training (VET) environment, such as an RTO or TAFE Institute.

It is designed for those who are currently working in a role that includes training responsibilities, affording a slightly more intensive mode of delivery in recognition of the ability to apply learning and integrate assessments with normal work activities.

The online program is recommended for those in remote or regional locations, or those who simply cannot attend face to face training. If you possess a high degree of self-direction and self-sufficiency, this learning option may be suitable for you. Having said all that, you don't have to go it alone! All TAE Academy online learners are supported by an assigned trainer/assessor, who will be available to aid in the clarification of content and assessment tasks as required.

Participants will develop the skills and knowledge required to confidently and competently:

- work within an accredited, competency-based training framework
- work within the Vocational Education & Training quality framework
- design, develop and deliver engaging group training programs
- plan and facilitate individualised learning & development pathways
- design and develop robust and rigorous assessment tools
- plan and conduct assessments of competence of individuals
- validate the effectiveness of all resources and outcomes

## Assessments

- Assessment methods will typically include any combination of:
- Observations/Demonstrations
- Written questions (online)
- Presentations
- Practical tasks; real group training sessions, real candidate assessments, real resource development, validation activities etc.
- Other project tasks; assessment plans, session plans etc.

## Features and Benefits

- The online program is self-paced allowing the participant to work through the course at their own time.
- A trainer will be available to support you through your TAE journey.
- Support and clarification of the tasks that need to be completed.
- Access to eLearning, videos, learner guides, structured learning activities to ensure a holistic learning experience; setting up each learner to become an exceptional Trainer.
- Genuine support provided to give the participant opportunity for a successful outcome including webinars, phone and email support from a trainer at no additional cost.

# Online Course Outline

## Topic

## Unit of Competencies covered:

Introduction to the VET Industry & Competency Frameworks

TAEDES402 - Use training packages and accredited courses to meet clients' needs

Designing learning programs

TAEDES401 - Design and develop learning programs  
BSBCMM401 - Make a presentation (elective)

Designing and delivering training

TAEELN411 - Address adult language, literacy and numeracy skills  
TAEDEL401 - Plan, organise and deliver group-based learning  
TAEDEL402 - Plan, organise and facilitate learning in the workplace

Designing and developing assessment tools

TAEASS502 - Design and develop assessment tools

Planning and conducting assessments

TAEASS401 - Plan assessment activities and processes  
TAEASS402 - Assess competence

Validating assessment tools and outcomes

TAEASS403 - Participate in assessment validation

## Duration

6-12 Months\*

*\*This is a rough estimation. The amount of time required may vary for each individual, depending on multiple factors such as previous experience, current level of skill and knowledge, and ability to integrate assessment tasks with normal work activities.*

# Program Entry Requirements

- Participants must be either vocationally qualified, or able to demonstrate vocational competence through work experience (this is usually done by providing a current copy of your CV and possibly references from an employer)
- Participants also require access to real learners - coursework requires participants to deliver training sessions and conduct assessments with real learners



## Computer Literacy

Please note. The majority of assessment tasks in this program are required to be written in Microsoft Word and uploaded as pdf. Therefore, participants need to be reasonably proficient using MS Word (basic functions are usually fine) and able to perform other basic computer tasks such as converting word to pdf and uploading. Familiarity and competence in using web based interfaces is also crucial in order to easily navigate and use the TAE's online portal.

## Pricing

\$1,431 per participant (GST Free)

A payment plan option of 4 equal monthly instalments is available for those interested.

## Course Dates

### Rolling Intake

Students may enrol at any time until June 30th, 2020

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If there are any questions regarding this proposal or any of its content, please contact Kristy Tomlinson via phone or email.

☎ 1300 000 TAE ✉ [kristy@ivet.edu.au](mailto:kristy@ivet.edu.au).