

Discounted rate for NSWNMA members



Certificate IV in Training and Assessment (TAE40122)



The joint venture between TAE Academy and NSWNMS will continue in 2024, allowing nurses and midwives of NSW to undertake the Certificate IV program with their peers.

Duration: 8 days over 9 months

Delivery Method: Online self-paced or virtual classroom (face-to-face)

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



**Virtual Face-to-Face program:
\$2,500 (GST Free)**

A payment plan of six \$460 instalments is available.



Registrations open:

Day 1: Wednesday 19th June, 2024

Day 2: Wednesday 17th July, 2024

Day 3: Wednesday 14th August, 2024

Day 4: Wednesday 11th September, 2024

Day 5: Wednesday 9th October, 2024

Day 6: Wednesday 13th November, 2024

Day 7: Wednesday 11th December, 2024

Day 8: Wednesday 15th January, 2025

REGISTER YOUR INTEREST TODAY, VISIT taeacademy.edu.au/nswnma

TAE40122 Certificate IV in Training and Assessment (Virtual Face-to-Face)

Program Entry Requirements

To undertake this program, 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 your employer)
- Ability to attend all workshops
- Have access to real learners - coursework requires participants to deliver training sessions and conduct assessments with real vocational learners.

Note: "Vocational learners" do not need to be enrolled in a VET specific course or TAFE, they are simply anyone in your workplace that you can teach further skills and knowledge to as part of their job.

Program Application

This program is designed for those who are currently working in a training role that are well supported by other trainers and management - allowing the ability to immediately apply your learning and integrate assessment task requirements with normal work activities.

Features and Benefits

- Virtual face-to-face delivery, support and clarification of the tasks and assessments that need to be completed outside of class time (in between workshops)
- Access to eLearning, step-by-step videos, learner guides and structured learning activities to ensure a holistic learning experience; preparing you to become an exceptional Trainer
- Assessment task templates with detailed instructions, help guides and samples
- TAE Trainers are available to support you with advice and further clarification of tasks
- Fast response times to all support requests

Assessments

Assessment methods will typically include any combination of:

- Observations/demonstrations
- Online written questions
- Practical tasks; real group training sessions, real learner assessments, real resource development, validation activities, gathering feedback, etc.
- Other project tasks; Training analysis, assessment plans, session plans, etc.

Assessments are commenced and partially completed in virtual face-to-face class sessions. There are tasks that will require further completion outside of the allocated class times. These may be at home or in your workplace, or a combination of both.

Supervision Requirements

For some tasks, you will require support in your own workplace such as a supervisor / manager for completing workplace third party report statements.

Computer Literacy

The majority of assessment tasks in this program are required to be completed using templates in Microsoft Word. Therefore, participants need to be reasonably proficient using MS Word and also able to perform other basic computer tasks, such as familiarity and competence in using web-based interfaces in order to easily navigate and use the online portal.

TAE Academy does not provide tuition in using the aforementioned technologies. If you do not currently possess these skills, it is highly recommended that you first seek some basic training prior to undertaking this course.

Hardware Requirements

It is highly recommended that participants of this virtual face-to-face delivery have access to either a laptop or desktop computer. It is not recommended that participants use smart phones or tablets to contribute to online sessions, and complete assessments.



TAE40122 Certificate IV in Training and Assessment

8-Day Program Outline

TAE40122 Certificate IV in Training and Assessment			Intro to VET	Mentor	Design	Develop	Train	Assess	Validate
			Day 1	Day 2	Day 3 & 4	Day 4 & 5	Day 6	Day 7	Day 8
TAEPDD401	Work effectively in the VET sector	Core							
BSBAUD412	Work within compliance framework	Group C							
TAEDES412	Design and develop plans for vocational training	Core							
TAEDES411	Use nationally recognised training products to meet vocational training needs	Core							
TAEDEL411	Facilitate vocational training	Core							
TAEDEL412	Facilitate workplace-based learning								
TAEDEL414	Mentor in the workplace								
TAEASS512	Design and develop assessment tools	Group A							
TAEDEL311	Provide work skill instruction	Group A							
BSBCMM411	Make presentations	Import							
TAEASS412	Assess competence	Core							
TAEASS413	Participate in assessment validation	Core							

Course completion time frame is 12 Months*

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

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For more information or help, contact our friendly TAE team.



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