

TAE40122



Certificate IV in Training and Assessment

COURSE OVERVIEW

NSW Nurses and Midwives Association



Welcome to TAE Academy

TAE Academy is part of the IVET group. After years of working with VET teachers, Health Services providers and trainers across a range of RTOs it was apparent the VET industry across all sectors required an RTO that specialised in delivering high-quality and industry-specific TAE education. TAE Academy specialises in the provision of highly customised and contextualised, fit-for-purpose training solutions to schools, RTOs, and businesses for their teachers, trainers, and/or assessors.

TAE Academy has a talented and highly experienced range of TAE trainers who work face-to-face/ virtually, as well as online, with students as they complete their TAE Course. The TAE team dedicates significant time, energy, effort, and resources into continuous improvement of the products and services, including course material, and strive to be the best provider of TAE education in the country.

Why use TAE Academy?

- ✓ Smaller class sizes, which means that learners benefit from targeted and individualised support.
- ✓ Flexible delivery options – self paced, virtual classrooms and physical classrooms.
- ✓ User-friendly online portal for assessment and course materials, with access to high quality support from the IVET Team, including trainers and customer support, from enrolment to the issuing of Certificates of Attainment
- ✓ Commitment to continuous improvement of products and services by implementing student and client feedback.

TAE Academy prides itself on the 5c's promise.

At the end of the program, participants will be:

- ✓ Competent
- ✓ Capable
- ✓ Confident
- ✓ Certified
- ✓ Compliant

TAE40122 Certificate IV in Training and Assessment

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 any workplace or healthcare 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
- Understand their role in the VET 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.
- Apply the competency-based training framework to their industry.

Our program seamlessly integrates multiple units to eliminate repetition, offering participants a dynamic learning experience with increased engagement and active learning opportunities.

Units delivered in our industry based program:

TAEPDD401	Work effectively in the VET sector
BSBAUD412	Work within compliance framework
TAEDES412	Design and develop plans for vocational training
TAEDES411	Use nationally recognised training products to meet vocational training needs
TAEDEL411	Facilitate vocational training
TAEDEL412	Facilitate workplace based learning
TAELLN421	Integrate core skills support into training and assessment
TAEASS512	Design and develop assessment tools
TAEDEL311	Provide work skill instruction
BSBCMM411	Make presentations
TAEASS412	Assess competence
TAEASS413	Participate in assessment validation

Our modules are delivered by incorporating like units to avoid repetition and focus on real life application of the TAE40122 program.

		TAEPPD401 Work effectively in the VET sector	BSBAUD412 Work within compliance framework	TAEDES412 Design and develop plans for vocational training	TAEDES411 Use nationally recognised training products to meet vocational training needs	TAEDEL411 Facilitate vocational training	TAEDEL412 Facilitate workplace based learning	TAELIN421 Integrate core skills support into training and assessment	TAEASS512 Design and develop assessment tools	TAEDEL311 Provide work skill instruction	BSBMMN411 Make presentations	TAEASS412 Assess competence	TAEASS413 Participate in assessment validation
		Core	Group C	Core	Core	Core	Group A	Group A	Group A	Group A	Import	Core	Core
Modules	Introduction to VET												
	Design												
	Develop												
	Train												
	Assess												
	Validate												

Please note for each unit of competency you may need to complete multiple module assessments to achieve the UOC result.

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)
- Be able to attend all workshops or to be prepared for trainer supported self-paced catch up.
- 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.

Throughout the TAE40122 program each participant will need:

- Access to 6 vocational learners for delivery and assessment purposes.
- Have the ability to deliver 5 – 6 x 30min training or assessment sessions.
- To participate in 6 validation sessions – pre and post assessments**

** Please chat with one of the team if you do not have access to vocational learners prior to commencing.

Program application

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

Features and benefits

- Face-to-face/ virtual delivery, support and clarification of the task 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

Assessment

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.

Computer literacy

Most 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 able to perform other basic computer tasks, such as familiarity and competence in using web-based interfaces 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.

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.

Course duration

The course duration is maximum 12 months from the date of your first scheduled session or online enrolment.

The amount of time to complete can vary, depending on multiple factors such as: previous experience, current level of skill and knowledge, and the ability to integrate assessment tasks with normal work activities.

Delivery options

- ➔ **Self-Paced Delivery** – Participants can receive access to our online LMS and work through the course at their own pace. All learning materials and assessment tools are provided as well as e-learning, support videos and access to phone and online Teams support with trainers. Participants opting to complete self-paced have 12 months to complete the course.
- ➔ **Virtual Classrooms** – For those that like to learn in a group setting but can't attend face-to-face we offer the option of a virtual classroom.

Standard pricing

Course Option	Delivery Method	Cost	Timeframes	Min Class Size
TAE40122 – Full Course	Self-Paced	\$1,995	12 months to complete	No min
TAE40122 – Full Course	Virtual Classroom	\$2,500	7 sessions over 7 months – 12 months to complete	6 participants

Please ensure that you reach out to us prior to enrolling to receive the discount code via the enquiry form (<https://share.hsforms.com/1vy5QINz8QGyKZbRZHgxETQdhvki>)

