



## Certificate IV in Training and Assessment TAA40104 Be a qualified Trainer/Facilitator

**Studio West Training Solutions** specialises in developing exceptional trainers and facilitators.

We are passionate about what we do and we invite you to be a part of our energetic, and supportive learning environment said Studio West's training director Paula Smith

The Certificate IV in Training and Assessment programme is aimed at men and women who wish to be qualified trainers and assessors. It is an essential course for anyone who wishes to work in the Vocational Education and Training sector or any work environment that requires you to train and develop others.

Studio West delivers this programme at their Midland training studio commencing every few weeks throughout the year or the entire qualification can be delivered in-house and customised for your organisation. 8 full days classroom delivery plus participation in workplace projects. Please request our full information pack and training calendar.

There are no short cuts with Studio West. We are committed to developing exceptional trainers. Participants will leave the course with all the skills, knowledge and resources that will enable them to be the most up to date, confident training professionals.

### Units in the full qualification: \$1750.00

- TAAENV401B Work effectively in vocational education and training
- TAAENV402B Foster and promote an inclusive learning culture
- TAAENV403B Ensure a healthy and safe environment
- TAADES401B Use Training packages to meet client needs
- TAADES402B Design and develop learning programmes
- TAADEL401B Plan and organise group-based delivery
- TAADEL402B Facilitate group-based learning
- TAADEL403B Facilitate individual learning
- TAADEL404B Facilitate work-based learning
- TAADEL301B Provide training through instruction and demonstration of work skills
- TAAASS401C Plan and organise assessment
- TAAASS402C Assess competence
- TAAASS403B Develop assessment tools
- TAAASS404B Participate in assessment validation



Presentation Skills, Customer Service, Communication, Personal and Professional Development, Frontline Management are just some of the other soft skill programmes Studio West can deliver for you.

Visit our website or phone us personally so we can help you with your training solutions.

[www.studiowesttraining.com.au](http://www.studiowesttraining.com.au) Suite 27, 8-12 Stafford Street, Midland

P.O Box 292 Glen Forrest Western Australia 6072

**Phone: 1300 852 859**



## **Certificate IV in Training and Assessment TAA40104**

### **Training and Assessment Plan**

Certificate IV in Training and Assessment (TAA40104) is the most current qualification and the minimum requirement to train and assess Nationally Accredited Training in Australia.

If you are interested or are involved in training or assessing in the workplace a Certificate IV in Training and Assessment is an essential qualification to achieve.

Even if you are not involved in nationally accredited training the generic training, facilitation and presentation skills you will learn throughout this programme will prove invaluable in any training or staff development role.

#### **Background Information**

The TAA40104 comes from the National Training and Assessment Package.

The TAA04 Training and Assessment Training Package is designed to meet the current and future competency development and qualification needs of new and existing personnel working in a broad range of work functions and activities within vocational education and training. It provides a clear set of benchmarks to support both initial competency achievement and ongoing staff and professional development.

#### **A Certificate IV**

The TAA40104 is a level 4 qualification under the Australian Qualifications Framework.

Before you enrol in any nationally accredited training it is helpful to understand where the qualification sits in relation to other qualifications issued in Australia

The information below will give you a better understanding of the qualification you wish to enrol in

## **What is the Australian Quality Training Framework**

The Australian Quality Training Framework (AQTF) was developed by the Australian National Training Authority in conjunction with States and Territories, the Commonwealth and industry and endorsed by Ministers for vocational education and training on 8th June 2001.

The key objective of the AQTF is to provide the basis for a nationally consistent, high quality vocational education and training system for Australia. It encourages greater flexibility and responsiveness on the part of training organisations as well supporting a competitive national training market.

The AQTF consists of two parts:

Standards for Registered Training Organisations: and

Standards for State and Territory Registering / Course Accrediting Bodies.

The AQTF provides the foundation for the mutual recognition of training organisations, qualifications and training products throughout Australia and incorporates revised registration arrangements for training organisations. New recognition arrangements are underpinned by strengthened quality assurance measures, including nationally agreed registration requirements and rigorous monitoring and audit processes.

## **What are the Qualification levels with the Australian Qualifications Framework?**

National qualifications are defined in accordance with the Australian Qualifications Framework which provides a single, coherent framework for all recognised qualifications from Senior Secondary Certification to Ph D. Within the vocational education and training sector the following nationally recognised qualifications may be issued:

Certificate I  
Certificate II  
Certificate III  
Certificate IV  
Diploma  
Advanced Diploma  
Vocational Graduate Certificate  
Vocational Graduate Diploma

Under the AQF, qualifications issued in the VET sector must lead to the achievement of a package of competencies. Where there are endorsed national competencies, the AQF further requires that any qualification issued must lead to the achievement of these competencies. The qualifications arising from Training Packages comprise particular combinations of endorsed competencies that are meaningful in the industry or enterprise context and packaging against AQF qualifications. Training Packages

may include a range of qualification from across these levels, including more than one qualification at a particular level where this is necessary to accommodate the needs of different industry streams or sectors, or to support multiple entry and exit points.

**Certificate IV in Training and Assessment with Studio West Training Solutions** (In partnership with Australian Training Management provider number 2431)

The full qualification consists of 14 units of competence in Total (12 Core and 2 Electives)

The TAA40104 specifies competencies required to deliver in an industry area or area of subject matter expertise and to conduct competency-based assessment in a range of contexts.

Studio West has packaged the units in 4 clusters of delivery. This will allow participants to participate in an integrated learning and assessment plan. Studio West offers all 12 core units of competence and has pre-selected two electives. These elective units have been incorporated in the learning/assessment strategies.

The Units of Competence and Clusters are listed below:

Cluster Field	Unit Code	Unit Title	
Learning Environment	TAAENV401B	Work effectively in vocational education and training	Core
	TAAENV402B	Foster and promote an inclusive learning culture	Core
	TAAENV403B	Ensure a healthy and safe environment	Core
Learning Design	TAADES401B	Use Training packages to meet client needs	Core
	TAADES402B	Design and develop learning programmes	Core
	TAADEL401B	Plan and Organise group-based delivery	Core
Delivery and Facilitation	TAADEL402B	Facilitate group-based learning	Elective
	TAADEL403B	Facilitate individual learning	Core
	TAADEL404B	Facilitate work-based learning	Core
	TAADEL301C	Provide training through instruction and demonstration of work skills	Elective
Assessment	TAAASS401C	Plan and organise assessment	Core
	TAAASS402C	Assess Competence	Core
	TAAASS403B	Develop Assessment Tools	Core
	TAAASS404B	Participate in assessment validation	Core

## **Delivery**

The full programme is delivered over 8 or 10 full days of training. (Upgrade programme over 4 full days)

Even though participants only spend 8 or 10 days in the classroom, additional research and reading is required to enable all participants to develop a better understanding of all topics. The structure of the programme is self-paced. The average time for participants to complete the programme is 3 months although you may still submit your assessments up to 6 months. Time needed after this is in consultation with the Training Director and may occur additional mentoring fees.

Delivery Methods will include but not be limited to:

- Facilitator Presentation
- Group Discussions and Workshops
- Peer Reviews
- Active Participation
- Training Activities

## **Programme Fees and Charges**

\$ 180.00 per single unit of competency enrolled.

**If all 14 units are enrolled in (Whole Qualification) the total cost is \$1750.00. (\$770.00) discount.** Payment plans available

If all 8 units of the Bridging/Upgrade programme are enrolled in the total cost is \$950.00 (\$490.00) discount

The person enrolled in the programme is responsible for payment of all fees unless a 3<sup>rd</sup> party written training order is submitted.

Please see our code of practice with reference to our refund policy.

## **Pre-Requisites**

There are no pre-requisites for the Certificate IV in Training and Assessment however a high level of English language and literacy is required.

There will also be a moderate amount of reading, analysing information and interpreting training packages involved in the learning activities and assessment strategies of this programme.

Technology applications are also required in some units of competency.

Learners will also need access to a real workplace training environment (or simulated in some instances) to be able to complete the critical assessment tasks.

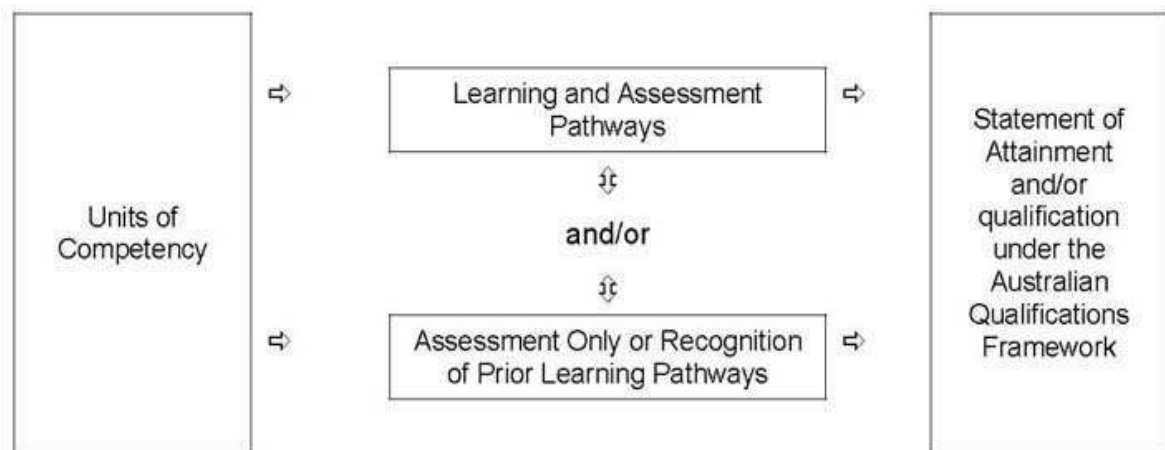
Learners are encouraged to attend the Learning Environment Cluster as their first units if they are new to Training packages and the Vocational Education and Training Environment.

## Assessment Pathways

The competencies in this Training Package may be attained in a number of ways including through:

- formal or informal education and training
- experiences in the workplace
- general life experience, and/or
- any combination of the above.

Assessment under this Training Package leading to an AQF qualification or Statement of Attainment may follow a learning and assessment pathway, an assessment-only or recognition pathway, or a combination of the two as illustrated in the following diagram.



Each of these assessment pathways leads to full recognition of competencies held - the critical issue is that the candidate is competent, not how the competency was acquired.

### Learning and Assessment Pathway

Assessment will include but not be limited to:

- Active participation in learning activities
- Submission of an Evidence Portfolio
- Planning, Training and Assessing in a real work environment
- Third party observation

### RPL, RCC

Recognition of Prior Learning/Recognition of Current Competencies is formal acknowledgement of competencies which are the result of life experiences, work experiences and formal and informal training.

Studio West will provide RPL, RCC assessment options for its learners as a pathway to receive formal qualifications.

**Studio West will ensure:**

- Assessments are conducted in line with the National Training Package guidelines for assessment and the AQTF.
- Assessment may be performed in a simulated workplace environment or at an actual workplace as agreed between the learner and the assessor.
- Assessments will always be Valid, Fair, Flexible and Reliable
- Assessors may apply reasonable adjustment to ensure fairness and flexibility.

**Credit Transfer/Mutual Recognition**

Studio West will recognise any statement of attainment or qualification awarded by any other Registered Training Organisation in Australia. These partial/full qualifications must be verified by the issuing RTO.

**Career Pathways**

Upon successful completion of the Certificate IV in Training and Assessment participants meet the minimum requirement to Train and Assess Nationally Accredited Units of Competence in their Vocational Field. (See assessment rules for each training package)

Some other further courses of study in relation to this Vocation are:

- Diploma of Training and Assessment
- Associate Degree of Arts (Training and Development)
- Graduate Certificate of Training and Development
- Graduate Diploma of Training and Development
- Bachelor of Arts (Training and Development)
- Masters of Training and Development

Contact Tafe, Universities and other RTO's to find further information on these programmes

**Where are we?**

Our Midland training studio is located at suite 27, Stafford Court, Stafford Street, Midland. Our workshops and programmes are also delivered at a range of locations in the metropolitan and regional areas. . Our office is based in Glen Forrest

We can also deliver any of the Studio West programmes in-house depending on numbers and programmes can be customised to suit organisational outcomes.

### **Learner Resources**

All learner participant workbooks and guides are supplied by studio west. Morning and afternoon tea is supplied and participants may choose to purchase or bring their lunch depending on location of delivery.

### **Your Needs**

Please feel free to contact us in relation to your special learning needs or outcomes.

If there is something that you would like to know that we have not covered before your enrolment or attendance do not hesitate to ask.

Our aim is to assist you to achieve your vocational goals.

#### **Our Vision is:**

To inspire every one of our participants to:

Be the very best they can be  
Reach for their goals  
Live their lives with passion  
Achieve and embrace success  
Build and value positive relationships

### **An Overview of the Studio West Workshops and the**

## Units of Competency from the TAA40104

### Field: Learning Environment

#### **Work effectively in vocational education and training: TAAENV401B**

This unit specifies the competency required to work effectively in the policy and operating environment of the vocational education and training sector. This sector includes industries, enterprises, government agencies, community and school settings. This unit addresses the impact of the policy and operating environment of vocational education and training on work performance in a training and/or assessment organization.

#### **Foster and promote an inclusive learning culture: TAAENV402B**

This unit specifies the competency required to foster and promote an environment, which supports inclusive work practices and learning culture. A learning culture which actively acknowledges, respects and builds on individual differences and integrates principles which underpin inclusivity into all training and/or assessment practices. In this unit the principles of inclusivity are applied to working with both colleagues and clients.

#### **Ensure a healthy and safe environment: TAAENV403B**

This unit specifies the competency required to ensure the health, safety and welfare of learners and candidates.

This unit provides a focus for occupational health and safety (OHS) in the vocational education and training sector. It covers the legislative and common law duty of care responsibilities of trainers/facilitators, assessors and other parties of training and/or assessment. The unit also underpins the knowledge and skills required for the achievement of the OHS components of other units in TAA04 including those for design, delivery and assessment.

### Field: Learning Design

#### **Use training packages to meet client needs: TAADES401B**

This unit specifies the competency required to use Training Packages and accredited courses as a tool to support industry, organisation or individual competency development needs.

This unit addresses the skills and knowledge required to use training packages and accredited courses. This includes identifying and sourcing training packages and accredited courses to meet client needs and interpreting the requirements of training packages including the competency standards/units, the packaging rules for qualifications and assessment guidelines.

#### **Design and deliver learning programmes: TAADES402B**

This unit specifies the competency required to conceptualise, design, develop and evaluate learning programmes to meet an identified need for a group of learners using appropriate criteria.

The unit addresses the skills and knowledge needed to identify the parameters of a learning programme, determine the design, outline the content and review its effectiveness.

**Plan and organise group-based delivery: TAADEL401B**

This unit specifies the competency required to plan and organise training for individuals within a group. This competency involves developing a delivery plan that is used by the trainer/facilitator to guide and manage delivery to a group. It encompasses interpreting the learning environment and delivery requirements for the identified group of learners, developing session plans and preparing and organising resources.

**Field: Delivery and Facilitation**

**Facilitate group-based learning: TAADEL402B**

This unit specifies the competency required to facilitate learning by individuals within a group. The competency of delivering training and facilitating learning to a group involves preparing, guiding, supporting and managing learners using a range of delivery methods, knowledge, skills and behaviours that enhance learning. It also includes the skills needed to support and manage interactions with and between individuals in a group.

**Facilitate individual learning: TAADEL403B**

This unit specifies the competency requires to facilitate individual learning through one-on-one relationship between a learner and facilitator.

Two major techniques to facilitate individual learning are derived from mentoring and coaching methodologies. Individual relationships may be used to help individuals meet personal or job roles, learn new skills/knowledge or develop new learning/work behaviours. The role of the trainer/facilitator using these techniques is to advise, guide, support and respond to the needs of the learner.

**Facilitate work-based learning: TAADEL404B**

This unit specifies the outcomes required to use work effectively as a learning process. Learning through work is an ongoing and everyday reality of being in work. This unit addresses the processes, skills and knowledge involved in using the work process and the work environment as the basis for learning in the workplace. Learning through work may contribute to an educational outcome such as a qualification or statement of attainment: and/or a work outcome such as learning how to use a new piece of equipment: and/or a personal outcome, such as extending an individual's self-esteem.

**Provide training through instruction and demonstration of work skills: TAADEL301C**

This unit specifies the competency required to conduct individual and group instruction and demonstration of work skills. The focus of this instruction is usually on specific learner and organization requirements, including workplace induction, learning how to operate new equipment and processes, developing new skills at work, improving efficiency and effectiveness and meeting safety procedures. A range of delivery techniques should be used to enhance the experience of the learner.

**Field: Assessment**

**Plan and organise assessment: TAAASS401C**

This unit specifies the competence required to plan and organise the assessment process, including recognition of prior learning (RPL) in a competency-based assessment system.

The critical focus on this unit is on developing an assessment plan that will be used to guide assessor/s in conducting competency-based assessments. The units also covers contextualisation of the assessment benchmarks and assessment tools to address the environment in which assessment will take place and organising the human material and physical resources needed to conduct assessment.

**Assess Competence: TAAASS402C**

This unit specifies the competence required to assess the competence of a candidate. The critical focus of this unit is on interpreting the collected evidence and making a judgement of a competence against the specified competency standards by applying the principles of assessment and rules of evidence. This unit also covers demonstration of the professional relationship between assessor and the candidate/s and the skills needed to support this relationship.

**Develop assessment tools: TAAASS403B**

This unit specifies the competence required to develop assessment tools. An assessment tool is used to guide the collection of quality evidence in the assessment process. It includes the instruments for collecting evidence, based on the selected assessment methods and the procedures to be followed in conducting the assessments.

**Participate in assessment validation: TAAASS404B**

This unit specifies the competence required to participate in the assessment validation process. Validation forms part of the quality systems of the Training and/or Assessment organization and is undertaken to improve the quality of the assessment process. This unit will include validating assessment methods/tools, the evidence that was collected using these assessment methods/tools and the interpretation of that evidence to make a judgement of competence.

## **Certificate IV in Training and Assessment TAA40104**

### **Bridging Course/Upgrade from BSZ40198 Assessment and Workplace Training**

#### **Why do I need to upgrade?**

The TAA04 Training Package contains the most up to date qualifications in the industry and replaces the BSZ98.

The TAA04 reflects the outcomes of the review of the BSZ98 Training Package. It was developed in conjunction with contracted consultants, critical friends and the thousands of individuals and hundreds of organizations who contributed their time and input into the development process.

The number of required units for Certificate IV has been increased from 8 to 14. The packaging also allows for 2 electives to be chosen.

The TAA04 Training and Assessment Package covers a wider range of vocational education and training (VET) professionals, not just workplace trainers and assessors. It includes competencies for workplace or RTO assessors, teachers/trainers, educationalists, support personnel and middle level technical managers.

To achieve the upgrade competencies; learners attend 4 full days of workshop delivery and will need to meet the competencies of the following units.

<b>Cluster Field</b>	<b>Unit Code</b>	<b>Unit Title</b>	
Learning Environment	TAAENV401B	Work effectively in vocational education and training	Core
	TAAENV402B	Foster and promote an inclusive learning culture	Core
	TAAENV03B	Ensure a healthy and safe environment	Core
Learning Design	TAADES401B	Use Training packages to meet client needs	Core
Delivery and Facilitation *	TAADEL403B	Facilitate individual learning	Core
	TAADEL404B	Facilitate work-based learning	Core
Assessment	TAAASS403B	Develop Assessment Tools	Core
	TAAASS404B	Participate in assessment validation	Core

\* Facilitate individual learning TAADEL403B and Facilitate work-based learning TAADEL404B can be achieved by demonstrating competence in the assessment evidence portfolio.