

Trainer/Presenter

Training



STUDIO WEST TRAINING SOLUTIONS

Training and Assessment

Certificate IV in Training and Assessment TAE40110* Be a qualified Trainer/Assessor

Studio West Training Solutions specialises in developing exceptional Trainers and Presenters.

We are passionate about what we do and we invite you to be a part of our energetic, and supportive learning environment.

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 its Midland training studio commencing every few weeks throughout the year or the entire qualification can be delivered in-house and customised for your organisation. The TAE course is presented over 8 full days of face to face 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. Our reputation depends on it.

Open programme cost \$1750.00 per participant

Units in the full qualification:

- TAEDES401A Design and develop learning program
- TAEDES402A Use training packages and accredited courses to meet client needs
- TAEDEL301A Provide work skill instruction
- TAEDEL401A Plan, organise and deliver group-based learning
- TAEDEL402A Plan, organise and facilitate learning in the workplace
- BSBCMM401A Make a presentation
- TAEASS401A Plan assessment activities and processes
- TAEASS402A Assess competence
- TAEASS403A Participate in assessment validation
- TAEASS502A Design and develop assessment tools



Presentation Skills, Enterprise Trainer, Leadership, Personal Branding, 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.

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* Nationally recognised training with Studio West is in partnership with ATM Provider Number—2431



Certificate IV in Training and Assessment TAE40110*

Training and Assessment Plan

Certificate IV in Training and Assessment (TAE40104) is the most current qualification needed to train and assess Nationally Recognised Training in Australia.

This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector.

Even if you are not involved in nationally recognised training the understanding of the Australian training system, and the training skills you will learn throughout this programme will prove invaluable in any training or staff development role.

There are also recognised Skill Sets. These Skill Sets are units of competency clustered together to meet a defined industry or an individual need.

Attending Certificate IV in Training and Assessment with Studio West Training Solutions

*Australian Training Management (ATM) is a Registered Training Organisation - provider number 2431. ATM chooses Studio West Training Solutions as their partner to deliver this qualification as they consider Studio West Training Solutions to be experts in the Training and Assessing industry. Your training and assessment will be provided by Studio West Training Solutions. Your qualification will be issued by the partnering RTO. For more information about your presenter Paula Smith and why ATM chooses Studio West and why you should too visit the website at www.studiowesttraining.com.au

Background Information

The TAE40104 comes from the National Training and Education Training Package TAE10. It supersedes the TAA40104.

This training package represents the qualifications environment for training and education in the vocational education and training (VET) environment, and reflects a growing appreciation of the wider context for VET trainers and educators.

In particular, placing an emphasis on the wider educational aspects of VET education is identified as a key element in raising standards in the sector, as well as providing a basis for individuals to develop a wider career perspective.

A Certificate IV

The TAE40110 is a level 4 qualification under the Australian Qualifications Framework. (AQF)

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

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. Training Packages include a range of qualifications from across these levels.

How the Certificate IV in Training and Assessment looks

The full qualification consists of 10 units of competence in Total (7 Core and 3 Electives)

The TAE40110 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 3 clusters of delivery. This will allow participants to participate in an integrated learning and assessment plan. Studio West offers all 7 core units of competence and has pre-selected 3 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 Design	TAEDES401A	Design and develop learning programmes	Core
	TAEDES402A	Use training packages and accredited courses to meet client needs	Core
Delivery and Facilitation	TAEDEL301A	Provide work skill instruction	Elective
	TAEDEL401A	Plan, organise and deliver group-based learning	Core
	TAEDEL402A	Plan, organise and facilitate learning in the workplace	Core
	BSBCMM401A	Make a presentation	Elective
Assessment	TAEASS401A	Plan assessment activities and processes	Core
	TAEASS402A	Assess competence	Core
	TAEASS403A	Participate in assessment validation	Core
	TAEASS502A	Design and develop assessment tools	Elective

Delivery

The full programme is delivered over 8 days of face-to-face classroom tuition.

Even though participants only spend 8 days in the classroom, additional research and reading is required to enable all participants to develop a solid understanding of all topics. Participants will then work through a series of relevant assessment tasks. 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/assessing fees.

Delivery Methods will include but not be limited to:

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

Programme Fees and Charges

\$ 250.00 per single unit of competency enrolled.

If enrolled in one of our open programmes - one continuous 8-day block over two weeks the total cost is \$1750.00. (\$750.00) discount.

The person enrolled in the programme is responsible for payment of all fees unless a 3rd party or organisation has requested a place for an employee in writing and invoicing and billing details have been accepted by Studio West.

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.

This includes effective language, communications and interpersonal skills and the ability to write a range of documentation. For example TAE40110 participants are expected to read and interpret training packages, develop and document learning programmes and assessment tools, present information, facilitate in a number of contexts using a range of skills, and prepare various records and documents.

Technology applications are also required in some units of competency. Further, complex cognitive skills in planning, research, interpretations, analysis and synthesis form part of the skill requirements for many units.

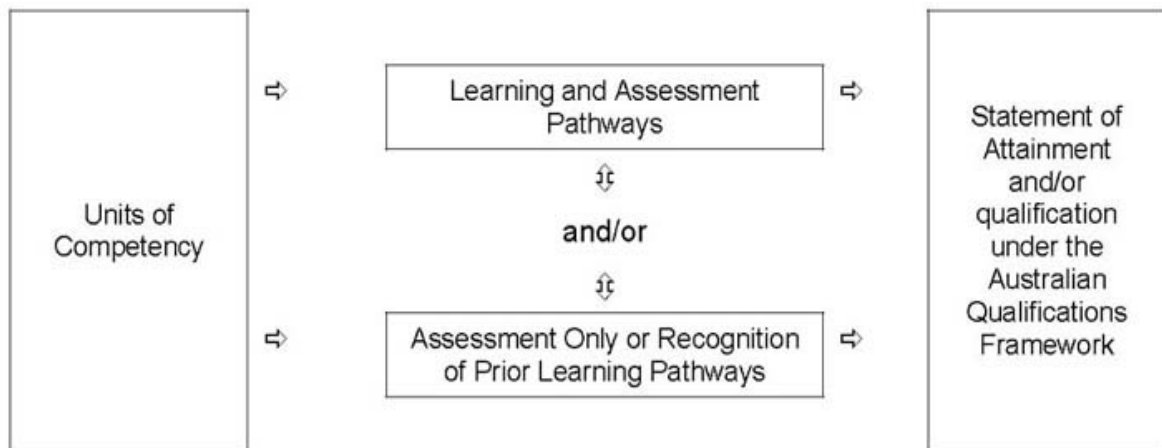
Learners will also need access to a real work place training environment (or simulated in some instances) to be able to complete the critical assessment tasks.

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
- Questioning to assess underpinning knowledge
- Submission of an Evidence Portfolio
- Planning, Designing, Delivering 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 Recognised Units of Competence in their Vocational Field. (See assessment rules for each training package and updated trainer and assessor competency requirements by the National Quality Council)

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

Other VET qualifications form part of the TAE10 training package and may be of interest depending on career choices.

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

Learner templates, handouts, file, texts and classroom materials are supplied by Studio West. Materials are updated from time to time to reflect the target group and the changing needs of industry.

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 Units of Competency from the TAE40110
on offer at Studio West Training Solutions**

Field: Learning Design

TAEDES401A Design and develop learning programs

This unit describes the performance outcomes, skills and knowledge required to conceptualise, design, develop and review learning programs to meet an identified need for a group of learners. The unit addresses the skills and knowledge needed to identify the parameters of a learning program, determine the design, outline the content and review its effectiveness.

TAEDES402A Use training packages and accredited courses to meet client needs

This unit describes the performance outcomes, skills and knowledge required to use training packages and accredited courses as tools to support industry, organisation and individual competency development needs. This unit typically applies to a person working in or with training and/or assessment organisations as an entry-level trainer, teacher, facilitator or assessor. It assumes that the person is working from a pre-defined training product, such as a training package or accredited course, and applying that product to meet client needs

Field: Delivery and Facilitation

TAEDEL301A Provide work skill instruction

This unit describes the performance outcomes, skills and knowledge required to conduct individual and group instruction and demonstrate work skills, using existing learning resources in a safe and comfortable learning environment. The unit covers the skills and knowledge required to determine the success of both the training provided and one's own personal training performance. It emphasises the training as being driven by the work process and context. This unit supports a wide range of applications across any workplace setting and so can be used by any organisation. Its use is not restricted to training organisations.

TAEDEL401A Plan, organise and deliver group-based learning

This unit describes the performance outcomes, skills and knowledge required to plan, organise and deliver training for individuals within a group. This unit typically applies to a person working as an entry-level trainer, teacher or facilitator in or with a training and assessment organisation. The person will be working from a learning program developed by someone else, and structuring the learning around that program.

TAEDEL402A Plan, organise and facilitate learning in the workplace

This unit describes the performance outcomes, skills and knowledge required to plan, organise and facilitate learning for individuals in a workplace. This unit typically applies to a person working as an entry-level trainer, teacher or facilitator, team leader or workplace supervisor, or any employee responsible for guiding learning through work

BSBCMM401A Make a presentation

This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.

This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training, promotions, etc. They contribute well-developed communication skills in presenting a range of concepts and ideas.

Field: Assessment

TAEASS401A Plan assessment activities and processes

This unit describes the performance outcomes, skills and knowledge required to plan and organise the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system. It also includes the development of simple assessment instruments. This unit typically applies to assessors and workplace supervisors with assessment planning responsibilities; and trainers or other assessors responsible for planning assessment, including RPL.

TAEASS402A Assess competence

This unit describes the performance outcomes, skills and knowledge required to assess the competence of a candidate. This unit typically applies to assessors.

TAEASS403A Participate in assessment validation

This unit describes the performance outcomes, skills and knowledge required to participate in an assessment validation process. This unit typically applies to assessors participating in assessment validation. It does not address leading the validation process.

TAEASS502A Design and develop assessment tools

This unit describes the performance outcomes, skills and knowledge required to design and develop assessment tools, including tools used in formative, summative and recognition of prior learning (RPL) assessment. An assessment tool is used to guide the collection of quality evidence in the assessment process. It includes the specific instruments for collecting evidence, as well as information about assessment methods and the procedures to be followed in conducting the assessment. This unit typically applies to assessors, learning resource or product developers, and training and assessment consultants.