



TAA40104 Certificate IV in Training and Assessment **Course Information** **For New Entrants**

The Certificate IV in Training and Assessment is the required minimum qualification for the delivery and assessment of nationally recognised training (accredited training). Anyone working as a trainer and/or assessor in the Vocational Education and Training (VET) sector requires this as their minimum qualification. This qualification is designed to provide workplace trainers and personal within VET, with a range of training skills including: developing training programs, preparing the conducting training sessions, evaluating and assessing participants to ensure learning outcomes have been effectively achieved.

This new qualification requires a stronger focus on the Australian Quality Training Framework (AQTF) providing theory of training and assessment in a VET context. This program is more demanding on students than the previous BSZ Certificate IV in Assessment and Workplace Training. You should plan to spend at least 150 hours in out-of-class study, project work and research.

If you are already qualified in the existing BSZ Certificate IV in Assessment and Workplace Training and you wish to update to the new TAA Certificate IV in Training and Assessment please see the separate Bridging Student Information Sheet.

Note: If you currently hold the BSZ Certificate IV in Assessment and Workplace Training it is still an acceptable qualification for current trainers in VET but individuals wanting to enter the VET sector must have the new qualification as of the end of 2005.

Course Duration:

Precise delivery arrangements will be customised for the individual to meet their needs depending on the circumstances, experience and RPL.

One night a week over 25 weeks plus four full day workshops over two weekends

Location: Classes are conducted in Warragul and Traralgon. Expressions of interest being sort for Traralgon

Commencement Date for Warragul: 28th July 5pm to 9pm, 2008

Weekend Workshop Dates: Saturday 28th March and 30 May 2008

Completion Date: 30th May 2009

Course Content:

Introductory – Environment Units

Code	Unit of Competency
TAAENV401A	Work effectively in vocational education and training
TAAENV402A	Foster and promote an inclusive learning culture
TAAENV403A	Ensure a healthy and safe learning environment
TAADES401A	Use Training Packages to meet client needs

Students need to successfully complete the Introductory – Environment units prior to commencing the following units.

Delivery Units

Code	Unit of Competency
TAADEL401A	Plan and organise group based delivery
TAADES402A	Design and develop learning programs
TAADEL402A	Facilitate group based learning
TAADEL404A	Facilitate work based learning
TAADEL403A	Facilitate individual learning

Assessment Units

Code	Unit of Competency
TAAASS401A	Plan and organise assessment
TAAASS402A	Assess competence
TAAASS403A	Develop assessment tools
TAALLN401A	Address language and literacy issues within learning and assessment practice
TAAASS404A	Participate in assessment validation

Fees : This course is free to those who are eligible for Productivity Places Program. Eligibility criteria applies. If you are not eligible fees apply.

Who is eligible for a free training place?

- People need to be currently looking for work
- Australian citizen or a permanent resident of Australia
- Over the age of 15
- Have been assessed by an employment service provider or training organisation as having capacity to benefit from the training.
- Please note, full-time students and people who are self employed are not eligible for the free training program.

Tuition fee: This course is subsidised by ACFE and is prescribed by *The Ministerial Directive on Fees and Charges*. The course fee consists of two components, the Tuition fee and a Materials/Amenities fee. The tuition rate for 2008 is \$1.37 per nominal unit hour. For students in 2008, the maximum annual tuition fee a student can pay is \$877 (based on 640 hours of tuition) and the minimum is \$55.00 (based on 40 hours of tuition). The Materials/Amenity fee is applied on top of the tuition fee. These Fees apply to the 2008 calendar year.

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Payment Plans: The course will be available on a Direct Debit Payment Plan basis.

Entry requirements:

This course is open to people who have expertise in an industry and wish to train and assess people within their industry area. Participants need to demonstrate a moderate level of language and literacy skills, which include; use of the Internet, Word and PowerPoint. Please discuss your circumstances with your tutor/coordinator prior to starting the program if you are not sure of your ability to manage this aspect of the program. Some assessment tasks require participation in a training and assessing environment. Please discuss this aspect of the program with your tutor/coordinator prior to commencing the program.

Pre-requisite: Students need to possess the following skills, knowledge:

Reading, writing and comprehension skills. While learning uses visual material and classroom discussions, students will need to be able to read, understand and write about unit areas.

Computing skills. Students will need to be able to navigate the Internet to gain information. Students will need to have basic word processing, Internet and PowerPoint skills.

Recognition of Prior Learning (RPL): Students wishing to apply for RPL need to indicate this on the Enrolment Form. RPL Application Forms are available from the Course coordinator. Students will need to complete the IBSA RPL Document in conjunction with the application form.

Credit Transfer: Credit Transfer is the recognition and acknowledgment of modules or units of competency acquired through prior formal credentialed training (identical academic experience). ECG grants Credit Transfer under our Mutual Recognition obligations.

Material Requirements: Students will need to bring pen and paper to each class with a lever arch folder to place handouts in. The course fees covers the cost of learner guides that students will receive. Students will need to access to a computer with Word and Internet access.

Pathways: Employment opportunities after completing the course may include work in; training and assessment consultancy, training management, training delivery and assessment, training and human resource positions, government and non-government enterprises or TAFEs or other Registered Training Organisations. Students interested in further study after the completion of this course may go onto the Diploma of Training and Assessment or Diploma of Vocational Education and Training.

Support with Language, Literacy & Numeracy Needs: If you need help with your language, reading & writing or math's to successfully complete your studies, ECG can arrange support through our Adult Literacy Program. Support may involve attending group classes or individual tutoring, depending on what is best for you. Contact the Course coordinator or the Trainer.

Fee Refunds: Fee refunds for **Non-Funded** Courses are available to students who withdraw and provide written notification, or complete an Application for Refund form and submit to the Administration section.

- If a student withdraws from a non-funded course more than 5 working days before the course commences, a refund of the course fee minus a 10% administrative charge (a minimum of \$5.00) applies.
- If a student withdraws from a non-funded course 5 working days or less before the course commences, no refund is made.

Access & Equity: In accordance with Equal Opportunity legislation, ECG treats every student fairly and without discrimination in the training environment. For further information on:

- Access to training
- Appeals, complaints and disputes
- Disciplinary procedures
- Student Support Services
- Refunds

Student Records: All students that enroll at ECG will have a file created manually and electronically. Manual files are secured in a locked environment and electronic files are password protected and only accessible via our Student Records employees. If you wish access to your files, you may do so by arranging this with your course Manager and/or Coordinator. Files are not to be taken off site, and from time to time, may be audited for compliance by a Third Party person or government auditor.

Contact: Workplace and Industry Manager: Sharon Clements
Productivity coordinator: Laura Carson
Phone: 03 5622 6000

Email: laurac@ecg.vic.edu.au

For further information about ECG visit our website: www.ecg.vic.edu.au



Nationally Recognised Training
Productivity Places Program is an Australian Government initiative-
www.productivityplaces.deewr.gov.au