



TAE40122

Certificate IV in Training and Assessment



TAE40122 Certificate IV in Training and Assessment

🕒 6-8 months 📍 Live Online 4 intensive clusters, 16 days

The Certificate IV in Training and Assessment enables you to gain an understanding of vocational education and develop the required skills and knowledge to be able to design, deliver and assess accredited and non-accredited courses for individuals or groups working in industry. You will be able to deliver and assess competency based on national training packages and qualifications.

This qualification is the minimum requirement to teach or assess accredited programs under the Standards for Registered Training Organisations (RTOs) 2015 and is highly desirable for any person seeking to teach Vocational Education. This qualification is also required in some workplaces delivering non-accredited training.



91%

of participants were satisfied with Swinburne Edge's course content.*

* n = 280 (2022-2023), TAE40116

94%

of participants were satisfied with their Swinburne Edge facilitator.*

* n = 280 (2022-2023), TAE40116

Why training and assessment skills are crucial

Many organisations now see the value of ongoing workforce training, especially with 56% of Australian workers needing new skills within the next five years+.

As subject-matter experts are called upon to train their colleagues, the TAE40122 Certificate IV in Training and Assessment is a formal qualification that sets the standard.

This qualification enables you to gain an end-to end understanding of vocational education for professionals. You'll develop the knowledge to be able to design, deliver, and assess both accredited and non-accredited courses for working professionals.

Completing this qualification is the minimum requirement to teach or assess accredited programs under the Standards for Registered Training Organisations (RTOs) 2015.

This qualification develops the skills to:

- use training packages and accredited courses effectively
- present training and communicate concepts in a way that engages the participants

- plan, organise, and facilitate industry training
- develop high-quality training programs and conduct assessments
- participate in assessment validation
- address adult language, literacy, and numeracy skills, and manage participants in the classroom.

Course inclusions

- access to industry experts who facilitate the workshops
- program materials and manuals used in the workshops, which double as a take-home resource
- templates, tools, and many other resources are provided
- assessment and study support.

Who should attend?

This qualification is suitable for:

- those who are currently doing workplace training and are seeking a formal qualification and enhanced training skills
- subject matter experts who are planning to offer their training skills in workplaces or with RTOs
- existing trainers who seek to improve their offer and add a formal training qualification to their resume.

Entry requirements

A minimum of 12 months' work experience in training and assessment within an organization is required.

Stand out

This qualification:

- has a practical focus with projects you can integrate into your existing role or organisation
- is a pathway for continuous professional development
- gives you skills and tools you can use immediately
- aids you in becoming a professional with a comprehensive understanding of vocational education

Fees

The total fee for the TAE40122 Certificate IV in Training and Assessment is \$5,940. Fees are reviewed each year and are subject to change. **Skills first funding is not available for this course.**

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The Swinburne Edge difference

Swinburne Edge's accelerated qualifications are designed for working professionals to maximise the learning outcomes and minimise time spent out of the office or away from home.



"Our facilitator was just fantastic. Explained everything very well and in different ways so that everyone understood. She provided clarification of the delivery cluster and my expectations were exceeded by far!"

Laura

Participant, Certificate IV in Training and Assessment

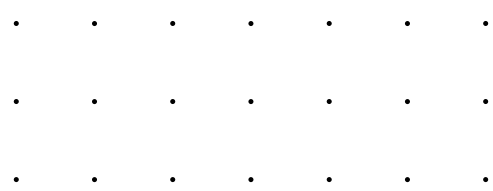
Benefits for individuals

- you can enrol at any time, choose your workshop days, and get qualified faster with an accelerated course structure
- our Continuing Professional Education Advisors are on hand to provide advice and answer your questions
- participants learn alongside professional peers and enjoy a unique shared experience that fosters new ideas, reflection, diversity, and innovation
- our facilitators each have extensive experience across a range of vocational roles and can impart real-life case studies and relevant industry know-how
- our facilitators are dynamic and engaging professionals with a true passion for teaching, handpicked by us.

Benefits for organisations

- our team of expert consultants work hand-in-hand with clients just like you to deliver the TAE40122 Certificate IV in Training and Assessment in a way that suits you and your team, including customisation for your own projects and industry
- clients are allocated a Swinburne Edge Project Manager of their own, ensuring participants are supported, outcomes are reported, and training is delivered.
- employees who complete the program can contribute to the organization by providing high-quality training, improving overall workforce skills, and ensuring that employees are up-to-date with the latest industry standards.

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The **Certificate IV in Training and Assessment** is delivered in 4 unit clusters.

UNIT CODE	UNIT TITLE	UNIT CLUSTER NAME	DURATION
TAEPDD401	Work effectively in the VET sector	Intro to VET & Design Learning	4 days
TAEDES412	Design and develop plans for vocational training		
TAEDES411	Use nationally recognised training products to meet vocational training needs		
TAEDEL411	Facilitate vocational training	Delivery and Facilitation	5 days
TAEDEL405	Plan, organise and facilitate online learning		
TAELLN422	Use foundation skills resources, strategies and advice		
TAEDEL412	Facilitate workplace-based learning	Workplace Mentoring	3 days
TAEDEL311	Provide work skill instruction		
TAEDEL414	Mentor in the workplace		
TAEASS412	Assess competence	Competency Based Assessment	4 days
TAEASS413	Participate in assessment validation		
TAEASS404	Assess competence in an online environment		



Schedule details: Workshop times may vary but are usually 9:00am to 5:00pm; details will be confirmed upon enrolment.

For full unit descriptions, visit <https://training.gov.au> and type the unit code into the search function.



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Cluster overviews

Intro to VET & Design Learning

Duration: 4 days
Location: Online, delivered live

Units:

TAEDS411: Use nationally recognised training products to meet vocational training needs
TAEDS412: Design and develop plans for vocational training
TAEPDD401: Work effectively in the VET sector

This workshop is designed to equip individuals with essential skills for working within the VET sector. With a focus on the application of nationally recognized training products, ensuring alignment with established frameworks to meet the needs of vocational learners. The design and documentation of comprehensive vocational training plans, covering aspects such as setting objectives, product selection, and planning for diverse learning contexts is also introduced. Effective operation within the regulatory context of the VET sector is established as a foundation for all VET teachers, trainers, and assessors.

Learning objectives

By the end of this program, participants will be able to:

- Acquire knowledge of the VET framework
- Analyse and interpret the endorsed components of a training package for client applications
- Within the VET policy framework:
 - * define requirements of learning program
 - * develop delivery plans
 - * design the structure of a learning program
 - * develop session plans.
 - * Maintain currency and professional development

Delivery and Facilitation

Duration: 5 days
Location: Online, delivered live

Units:

TAEDEL411: Facilitate vocational training
TAEDEL405: Plan organise and facilitate online learning
TAELLN422: Use foundation skills resources, strategies and advice

Includes planning, preparing, and actively facilitating face-to-face vocational training for individual and group learners. This involves customization of session plans, use of learning resources, and continuous review of teaching practices, all aligned with nationally recognized frameworks. Additionally, the workshop covers planning, organising, and facilitating online learning, emphasizing the use of digital tools for both synchronous and asynchronous interactions. It also addresses integrating foundation skills resources, strategies, and advice in vocational training and assessment for VET teachers, trainers, and assessors supporting learners in core and employability skills based on Australian frameworks. Together, these components form a comprehensive cluster addressing diverse aspects of VET teaching methodologies and technology integration.

Learning objectives

By the end of this program, participants will be able to:

- Facilitate vocational training
- Plan, organise and facilitate online learning
- Use foundation skills resources, strategies and advice

Workplace Mentoring

Duration: 3 days
Location: Online, delivered live

Units:

TAEDEL412: Facilitate workplace-based learning
TAEDEL311: Provide work skill instruction
TAEDEL414: Mentor in the workplace

Focuses on preparing individuals for workplace-based learning. It equips them with the skills to customise plans aligned with nationally recognized frameworks. Additionally, the cluster addresses individual and small group work skill instruction, assessing training success under supervision. Another component guides workplace supervisors in establishing professional mentoring relationships, covering planning and implementing strategies tailored to the mentee and workplace. The real-world activities cater to diverse settings, emphasising practical skills and contextualized learning for effective vocational education and training.

Learning objectives

By the end of this program, participants will be able to:

- Facilitate workplace-based learning
- Provide work skill instruction
- Mentor in the workplace

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Cluster overviews



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Competency based Assessment

Duration: 4 days
Location: Online, delivered live

Units:
 TAEASS412: Assess competence
 TAEASS413: Participate in assessment validation
 TAEASS404: Assess competence in an online environment

Addresses the skills and knowledge required for planning, preparing, and conducting competency-based assessments using nationally recognized training products. The workshop involves aligning assessments with strategies, customising processes, preparing candidates, and recognition of prior learning. Additionally, it focuses on VET trainers and assessors participating in

validation activities to ensure quality in assessment. Learners also will be guided to engage with assessing competence in an online environment, utilising technical competencies to assess remote candidates with electronic applications while adhering to principles and rules of evidence.




Learning objectives

- By the end of this program, participants will be able to:
- Participate in pre-assessment validation
 - Conduct assessment
 - Participate in post assessment validation





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