TAE40116

Certificate IV in Training and Assessment

TAE40116 Certificate IV in Training and Assessment

6-8 months   Live Online   4 intensive clusters, 13 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 = 339 (2018-2019), course-specific statistic.

95% **of participants were satisfied with their Swinburne Edge facilitator.***
* n = 339 (2018-2019), course-specific statistic.

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 TAE40116 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 competency-based assessments and training programs
- 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

Applicants should have at least 12 months of full-time work experience.

Stand out

Great managers and leaders can find the balance between performance, innovation, communication and people management with the ability to plan strategically.

This qualification:
- includes relevant, real-world content with global context
- has a practical focus with projects you can integrate into your existing role or organisation
- gives you skills and tools you can use immediately
- encourages you to think differently
- fully aligns to future trends in leadership capabilities.

Fees

The total fee for the TAE40116 Certificate IV in Training and Assessment is $4,400. Fees are reviewed each year and are subject to change. *Skills first funding is not available for this course.*

TAE40116 Certificate IV in Training and Assessment

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 leadership 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

- A strong upcoming leadership team within your organisation ensures you've got the necessary skills for retaining a competitive edge in the years to come
- We work directly with a range of organisations to qualify their managers and maximise the productivity of their teams
- Our team of expert consultants work hand-in-hand with clients just like you to deliver the TAE40116 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.

TAE40116 Certificate IV in Training and Assessment
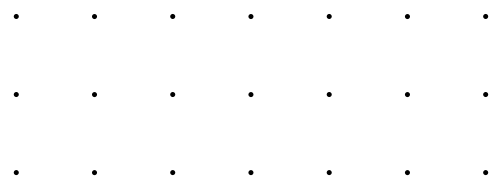
The **Certificate IV in Training and Assessment** is delivered in unit clusters. Each vertical block of clusters and units shows the number of workshop days.

UNIT CODE	UNIT TITLE	CLUSTER NAME	DURATION
TAEDES401	Design and develop learning programs	TAE: Design	3 days
TAEDES402	Use training packages and accredited courses to meet client needs		
TAELLN411	Address adult language, literacy & numeracy skills	TAE: LLN	1 days
TAEDEL401	Plan, organise and deliver group-based learning	TAE: Delivery	4 days
TAEDEL402	Plan, organise and facilitate learning in the workplace		
BSBCMM401	Make a presentation		
TAEASS401	Plan assessment activities and processes	TAE: Assessment	5 days
TAEASS402	Assess competence		
TAEASS403	Participate in assessment validation		
TAEASS502	Design and develop assessment tools		

NATIONALLY RECOGNISED TRAINING

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.

TAE40116 Certificate IV in Training and Assessment

Cluster overview

TAE: Design

Duration: 3 days
Location: Online, delivered live

Units:
TAEDES401 Design and develop learning programs
TAEDES402 Use training packages and accredited courses to meet client needs

The first step in developing a workplace training program is to set the requirement. The very next step is to then use existing training packages, or design a new program from scratch.

These units teach participants how to conceptualise, design, develop, and review learning programs to meet the needs of their organisation.

A core component of this cluster is to learn how to use existing training packages and accredited courses as tools to support the training needs of both their learners, and their organisation.

Learning objectives
Participants will be able to:
- define the needs and parameters of the learning program while working within the VET guidelines
- design the structure of the learning program
- develop the learning program content
- be able to select the appropriate training package or accredited course where necessary
- refine the units and modules to meet learning needs
- analyse and interpret the qualifications framework, the learning units and modules, and assessment process.

TAE: LLN

Duration: 1 day
Location: Online, delivered live

Units:
TAELLN411 Address adult language, literacy & numeracy skills

In any workplace there are a range of differences in people's language, literacy, and numeracy (LLN) skills.

Some people have limited or fractured early education, some have English as a second language, and there is a wide spectrum of learning disabilities that people work to overcome every day.

As a workplace trainer, it's important to be able to identify the LLN requirements in each training program, understand the LLN levels of the training participants, and be able to work with learners to maximise their understanding of the course materials.

This unit teaches you to identify the LLN skill requirements of the training and the work environment, and to use resources and strategies that meet the needs of the learner group.

Learning objectives
Participants will be able to:
- understand the impact of differing levels of language, literacy, and numeracy on learning
- determine the LLN skill requirements of the course or training program, and determine the LLN skills of the participant group
- select and use appropriate resources and strategies to address LLN skills gaps
- be able to use specialist LLN support where required
- evaluate the outcomes for future improvements or adjustments.

TAE: Delivery

Duration: 4 days
Location: Online, delivered live

Units:
TAEDEL401 Plan, organise and deliver group-based learning
TAEDEL402 Plan, organise and facilitate learning in the workplace
BSBCMM401 Make a presentation

This workshop cluster teaches you how to plan and deliver your training programs for maximum impact.

You'll learn how to create a positive learning environment, build rapport with your participants, and manage your learners in the classroom so as to minimise disruptions.

You'll gain the skills to plan and deliver engaging training sessions, all in an environment where you can present and gain professional feedback, giving you room to improve.

Group management skills are learnt, allowing you to adapt your training to cater for a wide range of learning styles and interests.

Learning objectives
Participants will be able to:
- prepare and deliver a training presentation while actively engaging the learners, across a range of learning styles
- create a positive, distraction-free learning environment
- prepare session plans, resources, class handouts, and breakouts to maintain engagement and effectiveness
- develop rapport with learners, set up learning groups, and deliver a range of learning styles
- adapt your teaching style 'on the fly' to maximise engagement.

TAE40116 Certificate IV in Training and Assessment

Cluster overview

TAE : Assessment

Duration: 5 days
Location: Online, delivered live

Units:
TAEASS401 Plan assessment activities and processes
TAEASS402 Assess competence
TAEASS403 Participate in assessment validation
TAEASS502 Design and develop assessment tools

Every learning program needs to be assessed.

This set of units teach you how to design and plan your assessment activities (such as tests, presentations and assignments), undertake the actual assessments, and design your actual assessment tools.

This provides you with the end-to-end ability to start, design, deliver, and grade assessments, while taking recognition of prior learning (RPL) into account; and do so to the national training standard.

Learning objectives
Participants will be able to:

- determine the best assessment approach, then design and develop the assessment instruments that meet learner and workplace needs
- undertake the actual assessment process, including preparation, evidence gathering, candidate support, marking, grading, and reporting
- validate the assessment results.and accuracy.

Contact us

📞 1800 633 560

✉ edge@swinburne.edu.au

🌐 swinburne.edu.au/swinburne-edge

Swinburne Edge