



AUSTRALIAN INSTITUTE of EDUCATION & TRAINING



Certificate IV Training and Assessment
(TAE40110)

Course Information Guide



Welcome to the Australian Institute of Education and Training

Hi, and welcome to the Australian Institute of Education and Training. Since 2003, the Australian Institute of Education & Training has successfully trained over 20,000 Australians, across a wide range of courses and programs.

Australian Institute of Education & Training programs are designed around each learner as an individual, with a range of flexible assessment strategies and frameworks, structured workplace learning and work placement programs, self and online testing tools, all designed to provide a learning environment that suits your needs.

Our Staff

Our experienced team of training and learning staff are committed to providing you with a range of practical, employment & skills based, work ready training packages, designed to get you where you want to be.

Our Training

Australian Institute of Education & Training programs are;

Versatile

Our programs are designed to cater to learners of all ages and backgrounds, with a wide range of delivery and learning methods.

Holistic

Our programs are designed to draw on the personal and professional skills of the facilitator, while acknowledging each learner's prior experience and transferable skills.

Flexible

Our programs can be accessed in a range of formats, using a range of assessment formats and programs, designed to fit around your ever changing needs. Our online learning portal provides you with the information you need, when you need it.

Learner-paced

Our programs are designed to work around you and your commitments. Programs and courses can be completed full or part time, or 1 subject at a time.

Learner-centred

Our programs are all designed with the end result in mind. Your dedicated trainer will work with you to understand where your training can lead, while guiding you through your learning.



Certificate IV Training and Assessment (TAE40110)

Thank you for your enquiry regarding our Certificate IV Training and Assessment program.

COURSE INFORMATION

The Australian Institute of Education and Training provides two options for students to complete Certificate IV Training and Assessment (TAE 40110).

Direct Delivery

AIET provides students with the opportunity to complete the Certificate IV Training and Assessment program through a blended workplace/classroom flexible delivery model.

The AIET Certificate IV Training and Assessment program is designed to provide students with the skills and knowledge required to complete a variety of work functions and activities within Vocational Education and Training. Direct delivery provides students with a structured training environment, while covering a range of theory and practical based exercises, as well as a range of workplace assessment options.

This course is designed for staff working the training industry, using workplace assessment, along with traditional classroom learning, to further develop participants training and assessment knowledge.

Recognition of Prior Learning

AIET is happy to offer eligible students the ability to complete some, or all, of the Certificate IV Training and Assessment via Recognition of Prior Learning.

For eligible students, the RPL process provides for the ability to demonstrate prior understanding and experience at a level equivalent to the Certificate IV Training and Assessment. RPL processes requires students provide evidence of skills, knowledge and experience, measured against each of the current unit assessment criteria that make up the Certificate IV Training and Assessment. Where individual unit assessment criteria has been met, AIET can provide the student with partial, or total completion of Certificate IV Training and Assessment, or it's individual units.

Credit Transfer

Eligible students can also apply for credit transfer of equivalent units previously studied. AIET will require evidence of previous study including parchment, along with other supporting evidence.

Determining how to complete your Certificate IV Training and Assessment.

As students in this course are generally drawn from the training industry, education or similar, AIET offers prospective students to the ability to discuss with AIET staff any previous experience that may assist in the certification process. For more information, please contact AIET on 03 9387 2051, or email us at info@aiet.edu.au.





PRICING & PAYMENT

Certificate IV Training and Assessment:

Full Certificate IV Training and Assessment	\$1600.00
Certificate IV Training and Assessment via RPL	\$800.00
Upgrade from TAE 40104	\$200.00
Certificate IV Training and Assessment (per unit)	\$80.00

AJET accept credit card, direct debit, and Cash payment for Training Programs. During enrolment, please advise of preferred payment method.

AJET LOCATIONS AND STUDY MODES

AJET offer Certificate IV Training and Assessment at our head office located at 517 Victoria Street Brunswick West 3055

Online and Distance education packages are also available, however, may include required travel to Melbourne, or AJET offices in some states for classroom or other assessment completion. Please contact AJET for more information.

Direct Delivery

AJET works with each student to understand learning requirements and previous experience and understanding, to develop customised and individual learning programs for each Certificate IV Training and Assessment student. For full course training, students will be expected to attend AJET offices for 1 day per week, up to 12 weeks, in addition to completion of workplace and research assessment work.

Students completing Direct Delivery training are expected to be able to demonstrate reasonable computer literacy skills, and be able to present assessment work in both theory and practical formats.

LANGUAGE, LITERACY & NUMERACY REQUIREMENTS

There are no specific entry requirements for this qualification, although it is expected that candidates will have completed the TAE40110 Certificate IV in Training and Assessment.

Students are expected to have a high levels of language, literacy and numeracy before attempting this qualification. AJET will, as part of your training, discuss you current Literacy and Numeracy level with students, and students will be required to complete a LLN assessment at the time of enrolment in the course.

ENROLLING ONLINE

Students wishing to enrol in the Certificate IV in Training and Assessment with AJET can enrol online in minutes. To enrol, visit http://aiet.edu.au/AJET_Cert_IV_TAE_registration.html, and follow the prompts.

AJET will contact you with 3 working days to confirm your enrolment, and request any additional information required.

Please note: Students enrolling in this course must first apply for a UNIQUE STUDENT IDENTIFIER. Your USI will help keep your training records and results together in an online account controlled by you. Each time you enrol to study with a new training organisation, your USI will be used to store your training records and results.

EMPLOYABILITY SKILLS SUMMARY

The following table contains a summary of the employability skills required by industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • Applying high level language and literacy skills • Establishing and maintaining strategies for communication and networking • Using advanced facilitation techniques with learners and trainers/assessors • Determining training needs and preparing proposals and written reports to meet client needs • Consulting via interviews, meetings, focus groups and surveys • Providing feedback to stakeholder's /community groups • Developing partnerships with community groups
Teamwork	<ul style="list-style-type: none"> • Providing leadership in training and assessment practices • Providing coaching and mentoring to trainers and assessors • Applying collaborative facilitation models and providing feedback to assist others to improve their performance • Maintaining effective relationships with staff and stakeholders
Problem-solving	<ul style="list-style-type: none"> • Designing programs and learning strategies based on characteristics of target groups • Resolving issues of quality and consistency across training and assessment practices
Initiative and enterprise	<ul style="list-style-type: none"> • Developing innovative and responsive approaches to improving professional practice • Developing innovative skills to lead a team into new and creative ways of approaching training and assessment • Continually exploring options and evaluate processes to ensure continuous improvement
Planning and organising	<ul style="list-style-type: none"> • Researching and analysing information for a range of purposes including ensuring quality improvement
Self-management	<ul style="list-style-type: none"> • Ensuring ethical, legal and organisational requirements underpin all work • Creating a conceptual and experiential framework of professional practice • Reflecting on and evaluating own professional performance • Modelling high standards of performance and participating in professional development activities
Learning	<ul style="list-style-type: none"> • Developing and extending one's own expertise in facilitation • Opportunities sourced to increase own knowledge and skills • Professional development activities identified for self and others • Developing learner independence, extending their learning styles and readiness to learn • Reflecting on own learning
Technology	<ul style="list-style-type: none"> • Using business equipment and software programs to monitor assessment processes and practices • Developing feedback tools and collating feedback using technology • Preparing reports and other documentation using a wide range of software packages • Using the web to conduct research

COURSE PACKAGING RULES

The Australian Institute of Education & Training provide TAE40110 Certificate IV Training & Assessment in the following format

Total number of units = 10

7 core units plus 3 elective units

Core units

TAEASS401B Plan assessment activities and processes

TAEASS402B Assess competence

TAEASS403B Participate in assessment validation

TAEDEL401A Plan, organise and deliver group-based learning

TAEDEL402A Plan, organise and facilitate learning in the workplace

TAEDES401A Design and develop learning programs

TAEDES402A Use training packages and accredited courses to meet client needs

Elective units

TAEASS301B Contribute to assessment

TAEDEL301A Provide work skill instruction

TAELLN411 Address adult language, literacy and numeracy skills.

PATHWAYS INFORMATION

Prerequisite requirements

There are no prerequisite requirements for individual units of competency.

Pathways from the qualification

Those completing this qualification could consider higher qualifications in the TAE Training Package, the Training Package area of their vocational competence, or in the higher education sector.

FURTHER INFORMATION

Melbourne

517 Victoria Street

Brunswick West, VIC 3055

Ph. 03 9387 2051 Fax. 03 93873470

Adelaide

P.O Box 7020,

West Lakes, SA 5021

Ph. 08 8242 6411 Fax. 03 93873470

Online

Email: info@aiet.edu.au

Web: <http://www.aiet.edu.au>

TAE40110 Certificate IV in Training and Assessment Self Evaluation

Self-evaluation form prior to undertaking the RPL process

Please note: If indicating prior experience, evidence must be via VET, VCAL or other accredited learning.

Have you developed and implemented policies and procedures to identify and meet the needs of clients, and evaluate client satisfaction?	
Do you know what the AQTF is?	
Can you demonstrate how you meet some of the AQTF guidelines?	
Do you know some of the industry acronyms such as: RTO; VET; STA; VRQA; ASQA; TNA; etc.?	
Are you able to demonstrate how you communicate with clients?	
Do you know how to identify risks?	
Have you completed a risk management plan?	
Are you aware of OHS rules and regulations?	
Do you maintain a healthy training environment?	
Do you make your learning environment inclusive?	
Do you provide OHS information to your learners?	
Do you undertake activity-specific OHS checks as well as checks on the physical surroundings?	
Do you use National Training Packages?	
Can you provide evidence of two training package qualifications you have used, including the competency units involved, packaging rules, core and elective units delivered, etc.?	
Have you planned assessments for different competencies from National Training Packages or Accredited Courses?	
Have you catered for individual needs?	
Can you provide evidence of an assessment plan detailing to students how they will be assessed?	
Have you developed assessment tools underpinned by competency standards from National Training Packages or Accredited Courses?	
Have you trialled their use?	
Have you used a range of methods to assess?	
Have you altered the tools in response to evaluating them?	
Have you developed a minimum of two assessment tools?	
Have you developed a minimum of two assessment matrices?	
Have you assessed a minimum of 5 candidates against competencies in a National Training Package or Accredited Course?	
Have you conducted assessment-only pathways?	
Have you taken into account reasonable adjustments for special needs?	
Have you used different assessment methods?	
Have you communicated assessment decisions to candidates?	
Have you prepared a minimum of two learning programs designed against competency standards from National Training Packages or Accredited Courses?	
Have you conducted a minimum of two individual learning pathways with candidates? Have you conducted a minimum of two learning programs in the workplace underpinned by competency standards from National Training Packages or Accredited Courses? Have you identified training needs?	
Have you conducted a minimum of two learning programs in the workplace underpinned by competency standards from National Training Packages or Accredited Courses? Have you identified training needs?	
Have you identified gaps in knowledge and skills?	

Have you delivered training underpinned by competency standards from National Training Packages or Accredited Courses in a variety of learning environments and to a variety of students?	
Have you prepared a minimum of two delivery plans?	
Have you prepared a delivery plan for a series of sessions linked together?	
Have you assessed students against the standards delivered as part of the training?	
Have you delivered training underpinned by competency standards from National Training Packages or Accredited Courses in a variety of learning environments and to a variety of students? Have you delivered a series of training sessions linked together?	
Have you altered your training to meet the needs of different groups and taking into account special needs?	
Was at least one of your sessions more than one hours' duration?	
Have you delivered at least three training sessions underpinned by competency standards from National Training Packages or Accredited Courses?	
Has each session addressed different learning criteria and standards?	
Have you used a range of techniques to deliver the sessions?	
Have you prepared a policy and procedure to identify the specific needs of students?	
Have you responded to individual needs?	
Do you encourage learners in an inclusive learning environment?	
Do you implement strategies to promote and assist learning?	
Have you participated in a minimum of two assessment validation meetings?	
Can you explain the reason behind validating assessments?	
Do you have a record of attendance at assessment validation meetings and documented evidence of the validations conducted?	
Can you explain how you have altered your assessment process in response to the outcome of an assessment validation meeting?	