

# CERTIFICATE IV in **TRAINING AND ASSESSMENT**

## WHAT IS THIS COURSE ABOUT?

**TAE40110 - Certificate IV in Training and Assessment** applies to people for whom training is a large part of their jobs or a full job function within a structured assessment and training system. The course outlines the skills needed to be able to plan and deliver training sessions to groups and individuals, while also providing you with the knowledge necessary to assess their effectiveness.

To qualify for this award you will require:

- ❖ 10 units of competency designed to achieve successful workplace training.

TEDES401B	Design and develop learning programs
TEDES402B	Use training packages and accredited courses to meet client needs
TEDDEL401B	Plan, organise and deliver group based delivery
TEDDEL402B	Plan, organise and facilitate learning in the workplace
TEDASS401A	Plan assessment activities and processes
TEDASS402A	Assess competence
TEDASS403A	Participate in assessment validation
TEDASS301A	Contribute to assessment
TEDDEL301D	Provide training through instruction and demonstration of work skills
BSBCMN401A	Make a presentation

## HOW IS THE COURSE MADE AVAILABLE?

The course is open to both private individuals and corporate groups. It is made available to corporate clients for facilitated classroom delivery by negotiation. It is also available to corporate clients and private individuals as self-directed learning.

### Recognition of Prior Learning and Mutual Recognition

Recognition of Prior Learning (RPL) is also available to all clients. RPL recognises skills and competency developed through work and life experiences.

In addition to RPL, Australian Training Management Pty Ltd recognises the AQF Qualifications and/ or Statements of Attainment issued by any other Registered Training Organisation.

## WHAT ARE THE REQUIREMENTS FOR ENTERING THE COURSE?

Whilst there are no mandatory pre-requisites, applicants for RPL will require significant training and assessment experience.

## HOW DO I APPLY FOR THE COURSE AND WHEN CAN I START?

### Corporate Clients

Corporate Clients should contact the Manager, Australian Training Management Pty Ltd to discuss their organisations requirements and check the availability of their preferred training dates.

A written quotation will usually be forwarded by the next working day.

### Private Individuals

Private individuals wishing to undertake self-directed learning or Recognition of Prior Learning (RPL) should contact the Manager, Australian Training Management Pty Ltd to discuss their requirements. A written quotation will usually be forwarded by the next working day.



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### Public Courses

It is also possible to enrol in individual units, so please check for more information and pricing. Public courses are conducted over a 10 day period. Please contact Australian Training Management for course times.

The public programs are presented under 3 learning topics:

- ❖ Learning and Assessment
- ❖ Delivery and facilitation
- ❖ Assessment

### **ACADEMIC AWARD**

Certificate IV in Training and Assessment.

### **REFUNDS AND APPEALS**

Clients who withdraw up to 10 working days before program commencement of a pre-paid program that has not been advertised as 'non-refundable' will receive a refund. For clients who withdraw less than 10 working days before commencement of a pre-paid program that has not been advertised as 'non-refundable' Australian Training Management Pty Ltd reserves the right to deduct up to 50% of the total course fee.

If a client is not satisfied with the service provided or the outcome of an assessment, **Australian Training Management Pty Ltd** reserves the right to effect remedial action. Such action may include the offer to attend an alternate course or the conduct of an assessment by an alternate trainer. No refunds will be made to a participant who does not achieve competence.

### **WHERE TO FROM HERE?**

Persons wishing to progress into training administration may wish to consider completing the following qualification:

- ❖ Diploma of Training and Assessment



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