



# TAE40110 Certificate IV in Training and Assessment

This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector.

Achievement of this qualification or an equivalent by trainers and assessors is a requirement of the Australian Quality Training Framework Essential Standards for Registration. This qualification, or the skill sets derived from units of competency within it, is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET program.

## Career Opportunities

After achieving the TAE40110 Certificate IV in Training and Assessment, candidates may wish to undertake the Diploma of Training and Assessment, or a number of other business related Diploma's from the AQTF packages. This qualification acknowledges your skills in relation to the delivery of training and assessment of competence within the VET sector. Possible job titles and roles relevant to this qualification include:

- Enterprise Trainer – presenting
- Enterprise Trainer - mentoring
- Enterprise Assessor
- Registered Training Organisation (RTO) Trainer
- RTO Assessor
- Training Adviser or training needs Analyst
- Vocational Education Teacher.

## How is the Qualification Delivered?

**There are 10 units to be completed in this qualification.**

Please note below are examples of units to suit.

There are **7** core (compulsory) units and **3** electives (of which at least **2** must be selected from the elective units list below).

**One elective unit** may be selected from any currently endorsed Training Package or accredited course.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Where a unit is chosen from another currently endorsed Training Package or accredited course, it must be from a qualification or course at Certificate III level or above, and must contribute towards the vocational outcome of the program.

**Delivery of training and assessment will be delivered through a blended option comprising one on one, classroom, distance and on line.** For more information go to [www.workskills.com.au](http://www.workskills.com.au)

## TAE40110 Example

### TAE40110 Core Units

Code	Unit Name
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

### TAE40110 Elective and Imported Units (choose 3 only)

Code	Unit Name
TAEDEL301A	Provide work skill instruction
TAEDEL403A	Coordinate and facilitate distance-based learning
TAEDEL404A	Mentor in the workplace
TAELLN401A	Address adult language, literacy and numeracy skills
TAETAS401A	Maintain training and assessment information
BSBCMM401A	Make a presentation (Imported unit)
BSBLED401A	Develop teams and individuals (Imported unit)
BSBMKG413A	Promote products and services (Imported unit)



***Train them...Don't blame them!***

The speed and pathway in which you complete this qualification is up to you.

There are 4 options:

### Option 1: One on One Training

You can have the training and assessment completed as an individual. This allows you to have the training delivered at your own pace in a timeframe that suits you.

We come to you and deliver training that fits into your work/life requirements.

All assessments are completed at a pace that suits your needs.

### Option 2: Classroom Training

All your learning for each of the units is delivered in a classroom environment with other students.

For classroom training to occur there needs a minimum of 5 students.

We can deliver our training in a number of QLD locations. We have a portable classroom set-up whereby we have 10 computers and a Trainer available. Once training is completed we will then be assessing your learning.

### Option 3: Recognition of Prior Learning (RPL)

If you've had lots of experience in this industry or similar in the past; you may be eligible for **RPL**?

**Recognition of Prior Learning** means that you don't require the training but rather you just need to be assessed on each unit. You will need to draw on all your past experiences so that you can demonstrate that you have already acquired the knowledge and skills. You may be eligible for some units through the RPL process whilst other units may require some training.

### Option 4: Upgrade from BSZ40198 or TAA40104

If you already hold a Training and Assessment Qualification under the previous **BSZ** or **TAA** package you are eligible for credit transfers depending on the units already achieved. Work Skills can assist you in identifying what credit transfers are eligible through a simple mapping exercise. Contact us now for more details **1300 360 567**

## Course Costs TAE Certificate IV

There are **10** units to be completed in this qualification. Payment options can vary.

Some units may be completed through option 3 or 4 whilst others may require training. Payment of fees are invoiced upon the completion of each unit of competency.

Some qualifications may attract an enrolment fee of \$500.00 which will be credited towards the cost of your course. A refund of this fee is applicable if Work Skills does not complete the enrolment process, less a \$100 administration charge.

For more information please call us on 1300 360 567

For prices and pathways go to

[www.workskills.com.au](http://www.workskills.com.au)



\* Prices quoted are for courses delivered in Brisbane and its immediate suburbs. Additional travel/accommodation charges may be applicable under options 1, 2, 3 and 4 if travel of more than 100km (from Brisbane GPO) is required and if accommodation is also required. The additional charges will be at cost and is based on each location calculated individually. Please ask for indication at any time. It is a Work Skills policy to ensure that ALL costs are kept to a minimum.

## Course Duration

The nominal duration to complete qualification is **12** months fulltime. If you are completing your qualification on a part time or as a School based student (SAT) then the nominal period of **24** months will apply. As this training is competency based, completion dates can vary from student to student however will not exceed the nominal duration.