

# SCOPE

## VISION

### TAE40110 CERTIFICATE IV IN TRAINING & ASSESSMENT

**join other like-minded professionals for  
serious creativity optimising personal excellence!**



# TAE40110 - Certificate IV in Training and Assessment



The TAE40110 Certificate IV in Training and Assessment is required by individuals delivering training and assessment in the vocational education and training (VET) sector.

Achievement of this qualification is a requirement of the Australian Quality Training Framework Essential Standards for Registration. This qualification 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.

## Qualification Requirements

The TAE40110 Certificate IV in Training and Assessment comprises

**10 units** packaged as: **7 core units PLUS 3 elective units**

## Learning and Assessment Pathway

**Attend 10 days of face-to-face training:**

made up of **2 five day workshops:**

- Learning Design and Facilitation, and
- Assessment and Validation

**Collate an Evidence Portfolio:** due 3 months from attendance at training. A range of evidence is required to be collected and submitted for assessment with evidence coming in on a monthly basis. Your Portfolio will demonstrate the implementation of your training and assessment skills within your workplace\*

**Practical Assessment:** a SCOPE Vision Assessor will observe you deliver a training session within your workplace\*

\* In the event that you do not have access to a workplace, a simulated environment may be used, this needs to be discussed with your SCOPE Vision Assessor

## Recognition of Prior Learning Pathway

**Complete the Skills Recognition Kit:** due 2 months from enrolment. Collate and submit an Evidence Portfolio that demonstrates current application of your training and assessment skills within the workplace.

For people who hold the TAA40104 Certificate IV in Training and Assessment, or the BSZ40198 Certificate IV in Workplace Assessment and Training, you may apply for recognition of prior learning to upgrade your qualification.

## Underlying Skill Requirements

- Judgement of competence will include assessment of the specified language and literacy performance criteria and required skills of individual TAE10 Training and Education Training Package units. This includes effective language, communications and interpersonal skills and the ability to write a range of documentation. For example, TAE10 candidates are expected to read and interpret training packages, develop and document learning programs and assessment tools, present information, facilitate in a number of contexts using a range of skills, and prepare various records and documents.
- Technology applications are also required as part of the competency specifications of some units.
- Complex cognitive skills in planning, research, interpretation, analysis and synthesis form part of the skills requirements of many units.
- The units in TAE10 Training and Education Training Package are designed to be assessed in the workplace. Workplace application is desirable to ensure that competence has been attained to the standard required by this industry sector. Ideally, all TAE10 candidates should be working in or have access to an operating training and assessment environment, such as an Registered Training Organisation; a training division in an enterprise, government or community organisation; or training services applied in a voluntary agency. For candidates in a learning and assessment pathway, a work environment provides opportunities for applying skills and knowledge, and for undertaking relevant work activities that address the performance requirements of TAE10 Training and Education Training Package units.
- It is recognised that TAE10 candidates in a learning and assessment pathway will not always have access to an effective workplace environment. In these circumstances, you will need to discuss options with your SCOPE Vision Assessor.
- For candidates accessing the Recognition of Prior Learning pathway, a work environment in training and/or assessment is essential in providing the basis for the collection of evidence that meets the rules of evidence.

# Workshop Calendar

Note: Each program runs Monday to Friday from 9.00am to 4.30pm

Learning Design and Facilitation		Assessment and Validation
<b>2011</b>		
July	18 <sup>th</sup> - 22 <sup>nd</sup>	
August		22 <sup>nd</sup> - 26 <sup>th</sup>
September	19 <sup>th</sup> - 23 <sup>rd</sup>	
October		24 <sup>th</sup> - 28 <sup>th</sup>
November	21 <sup>st</sup> - 25 <sup>th</sup>	
December		5 <sup>th</sup> - 9 <sup>th</sup>
<b>2012</b>		
January	16 <sup>th</sup> -20 <sup>th</sup>	
February		13 <sup>th</sup> -17 <sup>th</sup>
March	19 <sup>th</sup> -23 <sup>rd</sup>	
April		16 <sup>th</sup> -20 <sup>th</sup>
May	7 <sup>th</sup> -11 <sup>th</sup>	
June		11 <sup>th</sup> -15 <sup>th</sup>
July	9 <sup>th</sup> -13 <sup>th</sup>	
August		13 <sup>th</sup> -17 <sup>th</sup>
September	17 <sup>th</sup> -21 <sup>st</sup>	
October		15 <sup>th</sup> -19 <sup>th</sup>
November	5 <sup>th</sup> -9 <sup>th</sup>	26 <sup>th</sup> -30 <sup>th</sup>

## Training Venue

### SCOPE Vision Room

Upstairs Function Room  
 Saint George Hotel  
 2 Morris Road Innaloo

## To Enrol

Complete and return pages 3 and 4 to:  
 PO Box 301 Guildford WA 6935  
**F** (08) 9297 3664  
**E** mailbox@scopevision.com.au

# Enrolment Form - 1/2

## TAE40110 Certificate IV in Training and Assessment

CONTACT DETAILS: Personal	
Name:	
DOB:	Sex:
Address:	
State:	Postcode:
Home Telephone:	
Mobile Telephone:	
Email Address:	

CONTACT DETAILS: Business	
Company:	
Position Held:	
Telephone:	
Facsimile:	
Work Email:	

PAYMENT OPTIONS	
<b>I will be paying using the following method (please tick)</b>	
<input type="checkbox"/> Cash	
<input type="checkbox"/> Cheque	Please make cheques payable to 'SCOPE Vision'
<input type="checkbox"/> I authorise SCOPE Vision to debit the following credit card	<input type="checkbox"/> Visa Card <input type="checkbox"/> Master Card <input type="checkbox"/> Bank Card Card Number: _ _ _ _ _ Expiry Date: _ _ / _ _ Cardholders Name (please print): _____ Cardholders Signature: _____
<input type="checkbox"/> Direct Deposit	Account Name : SCOPE VISION Bank : NATIONAL AUSTRALIA BANK BSB : 086420 Account # : 493266439 Please insert your invoice number as the reference
<input type="checkbox"/> Invoice 3rd Party	Please attach appropriate approval forms and complete details below:
Third Party invoice information:	
Name of company:	
Attention:	
Postal Address:	
Telephone:	
Purchase order #	

# Enrolment Form - 2/2

## TAE40110 Certificate IV in Training & Assessment

Learning Design and Facilitation Cluster	Dates attending	Price per person
<b>Core Units</b> TAEDES401A Design and develop learning programs TAEDES402A Use training packages and accredited courses to meet client needs TAEDEL401A Plan, organise and deliver group based learning TAEDEL402A Plan, organise and facilitate learning in the workplace <b>Elective Units</b> BSBCMM401A Make a presentation BSBLED401A Develop teams and individuals		\$1200.00
Assessment and Validation Cluster	Dates attending	Price per person
<b>Core Units</b> TAEASS401A Plan assessment activities and processes TAEASS402A Assess competence TAEASS403A Participate in assessment validation <b>Elective Units</b> TAEASS301A Contribute to assessment		\$800.00
<b>Enrol in full qualification TAE40110</b> <b>Enrol in the full TAE40110 qualification and receive a 10% discount</b>	Dates attending	Price per person
<b>Learning Design and Facilitation</b>		\$1800.00
<b>Assessment and Validation</b>		
<b>TOTAL ENROLMENT FEE</b>		<b>\$</b>

### Enrolment Acknowledgement

I acknowledge that I have read and understood the Underlying Skills Requirements and I am comfortable that I meet the requirements outlined.

I confirm that I have access to a suitable training and assessment environment in order to complete the required assessment activities.