

AOT Course Guide

TAA40104 Certificate IV in Training and Assessment
(Specialising in delivery of accredited business units)

Accredited Online Training Pty Ltd

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Certificate IV in Training and Assessment

The new Certificate IV in Training and Assessment will provide you with the skills and knowledge necessary to perform in the role of a skilled trainer, facilitator and assessor in the workplace. You will learn how to deliver and train in any industry area or a subject matter of expertise and how to assess competency.

The principle behind the new and exciting Training and Assessment qualification is a strong dedication to a policy of continuous Improvement. This simply means that in order to maintain industry excellence, training standards must be reviewed on a regular basis, and the contents altered and improved to meet new challenges in the workplace.

WHAT'S NEW?

The new TAA40104 Certificate IV in Training and Assessment has a different and a more enhanced structure than the previous qualification. The following four units have been included from the Business Services Training Package and recommended by industry in order to achieve maximum

employability opportunities in this field of expertise once you have completed the qualification.

- BSBWOR402A Promote team effectiveness
- BSBMKG413A Promote products and services
- BSBCUS401A Coordinate implementation of customer strategies
- BSBRES401A Analyse and present research information

WHAT WILL YOU ACHIEVE FROM THIS COURSE?

This course will teach you the skills and knowledge required to design, manage and guide the learning process as well as learn how to coordinate trainers in their work and develop quality assurance systems.

You will gain a nationally recognised Certificate IV in Training and Assessment, and in addition a Statement of Attainment for four units from the Certificate IV in Frontline Management to assist you to gain employment as a skilled Trainer.

HOW LONG DOES THE COURSE TAKE?

You, the student, are completely in control of your own learning schedule. Learning online allows you the freedom to be self paced and study at home, during your lunch break or from anywhere in the world.

Total nominal hours: 510 hrs

Full time load: 12hrs/wk

Full-time duration: 42 weeks

Maximum 12 months access to this online course. (Approx. 10-20 hours to complete each course unit).

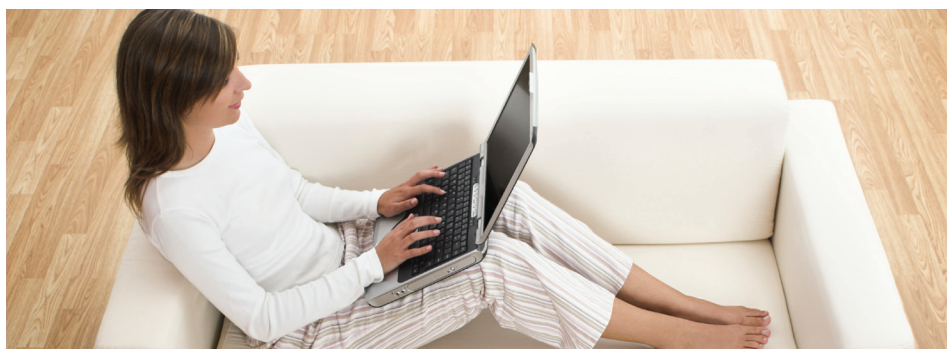
DELIVERY MODE

Online

GAIN YOUR CERTIFICATE IV IN TRAINING AND ASSESSMENT FASTER

If you feel that you already have the expertise in any of the course units, you can apply to have these skills recognised through our RPL process.

Visit www.aot.edu.au to find out more about AOT's RPL process.



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CAREER PATHWAYS

Successful completion of this qualification provides you with the opportunity to seek employment in the following fields:

- Teacher/ Lecturer / Trainer in public and private Vocational Education and Training (VET) organisations
- School Teachers can teach VET in High Schools
- Trainer/ Assessor in Industry (e.g. mining, construction, hospitality)
- Coach and Mentor Industry (e.g. public sector organisations)
- Train Off-shore / Internationally as a VET Trainer and Assessor

- On-the-job Assessors (e.g. industry enterprise based)
- Human Resource Professional Development Officer

- Supplier based Training
- Community Trainer and Assessor

COURSE ENTRY REQUIREMENTS

- Sufficient literacy and numeracy skills to complete the course
- A resume demonstrating your employment and education history
- Access to a workplace to conduct assessments
- Access to a video camera to record two assessments
- Access to an internet connection and computer

Demonstrating that you have worked in an office environment for a minimum of three years will assist your entry into the four Business Services Training Package units from the Certificate IV in Frontline Management. Other employability options may be available for the four additional units, this can be discussed with a Course Advisor upon enrolment.

COURSE STRUCTURE

You will be required to complete 18 units:

Unit Code	Unit Name	Description
TAAENV401B	Work effectively in vocational education and training	This unit specifies the competency required to work effectively in the policy and operating environment of the vocational education and training sector.
TAAENV402B	Foster and promote an inclusive learning culture	This unit specifies the competency required to foster and promote an environment which supports inclusive work practices and learning culture.
TAAENV403B	Ensure a healthy and safe learning environment	This unit specifies the competency required to ensure the health, safety and welfare of learners and candidates.
TAADES401B	Learning Design Use Training Packages to meet client needs	This unit specifies the competency required to use Training Packages and accredited courses as a tool to support industry, organisation or individual competency development needs.
TAADES402B	Design and develop learning programs	This unit specifies the competency required to conceptualise, design, develop and evaluate learning programs to meet an identified need for a group of learners, using appropriate criteria.
TAADEL401B	Plan and organise group-based delivery	This unit specifies the competency required to plan and organise training for individuals within a group

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TAADEL402B	Facilitate group-based learning	This unit specifies the competency required to facilitate learning by individuals within a group.
TAADEL403B	Facilitate individual learning	This unit specifies the competency required to facilitate individual learning through a one-on-one relationship between a learner and facilitator.
TAADEL404B	Facilitate work-based learning	This unit specifies the outcomes required to use work effectively as a learning process.
TAAASS401C	Plan and organise assessment	This unit specifies the competence required to plan and organise the assessment process in a competency-based assessment system.
TAAASS402C	Assess competence	This unit specifies the competence required to assess the competence of a candidate.
TAAASS403B	Develop assessment tools	This unit specifies the competence required to develop assessment tools..
TAAASS404B	Participate in assessment validation	This unit specifies the competence required to participate in an assessment validation process
TAALLN401B	Address language, literacy and numeracy issues within learning and assessment practice	This unit specifies the competency required to recognise the language, literacy and numeracy (LLN) demands of training and assessment and tailor training and assessment to suit individual skill levels, including accessing relevant support resources.
BSBWOR402A	Promote team effectiveness	This unit describes the performance outcomes, skills and knowledge required to promote teamwork. It involves developing team plans to meet expected outcomes, leading the work team, and proactively working with the management of the organisation.
BSBMKG413A	Promote products and services	This unit describes the performance outcomes, skills and knowledge required to coordinate and review the promotion of an organisation's products and services.
BSBCUS401A	Coordinate implementation of customer strategies	This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback.
BSBRES401A	Analyse and present research information	This unit describes the performance outcomes, skills and knowledge required to gather, organise and present workplace information using available systems.

COURSE COSTS

Option 1 – Pay Upfront

When you choose to pay up front for the Certificate IV in Training and Assessment, you will receive a 10% discount off the total cost of the course.

Course Cost	Pay Now	Save
\$2880	\$2592	\$288

Option 2 – Monthly Payment

Choose this flexible option and you can start achieving today with a low deposit and affordable interest-free monthly instalments

Low Deposit	11 Monthly Payments
\$460	\$220