



**Down to Earth**  
TRAINING & SAFETY SKILLS



**RTO 32328**

# CERT IV IN TRAINING & ASSESSMENT

TAE40110 – CERTIFICATE IV IN TRAINING AND ASSESSMENT

## DURATION

**9 contact days plus 1 support day each month with 6 months to complete qualification post final contact day.**

This course is geared to run 3 days each month over 3 months throughout the year. Each part consists of 3 days class based training. To support the qualification each month a student day is offered to support the student at no extra charge.

## COURSE OUTLINE

TAE40110 – Certificate IV in Training and Assessment is a qualification required by trainers and assessors to deliver training and assessment in vocational education and training (VET) sectors such as Registered Training Organisations (RTO), TAFE and Enterprise Training.

This course is designed to meet the current and future competency development needs of new and existing personnel participating in a variety of work functions and activities within Vet Quality Framework (VQF) which requires industry trainers and assessors to be qualified in TAE40110 or equivalent.

The qualification is accepted across all industries within Australia.

The successful completion of this qualification will enable participants to deliver and assess training for individuals and groups in a workplace context, as a component of structured VET program.

This qualification comprises of 10 units, 7 core and 3 elective units.

### Core Units

- TAEASS401B Plan assessment activities and processes
- TAEASS402B Assess competence
- TAEASS403B Participate in assessment validation
- TAEDL401A Plan, organise and deliver group-based learning
- TAEDL402A Plan, organise and facilitate learning in the workplace
- TAEDS401A Design and develop learning programs
- TAEDS402A Use training packages and accredited courses to meet client needs

### Elective Units

- TAEELN411 Address adult, language, literacy and numeracy skills
- TAEASS502B Design and develop assessment tools
- TAEDL301A Provide work skill instruction

The training is delivered in three parts. Part 1 consisting of TAEASS0003 Enterprise Trainer and Assessor Skill set which includes the following units of competency, TAEASS401B, TAEASS402B, TAEASS403B and TAEDL301A. The remainder of units will be covered in Part 2 and Part 3 of the training.

This qualification can be delivered full time, part time or via blended delivery depending on client or student need. Please contact Down To Earth Results administrator for further information.

## ASSESSMENT

Participants will be assessed as they complete the units via role plays, group based activities and theory questions.

Additionally there are two Post Course Assessments that participants shall complete independently, preferably in the workplace.

On successful completion participants will receive an AQF qualification for TAE40110 Certificate IV in Training and Assessment.

## BENEFITS

- Nationally accredited course
- Cross industry qualification
- Contributes to the PCBU's due diligence profile
- Enterprise trainer and assessor Skill Sets

## WHO SHOULD ATTEND?

Persons seeking or/and fulfilling a role in a workplace who conduct formal and informal training, on the job instruction, workplace assessments, one to one training of apprentices and coaching and mentoring of staff.

## ADDITIONAL INFORMATION

To successfully complete this program, learners will be required to complete a post course assessment.

Participants will also be required to have:

- Access to, and the ability to use a computer to complete electronic assessments

- Internet access to research relevant information/legislation/requirements for workplace assessment
- A sound level of literacy skills to comprehend and complete a range of supporting documents, these may include but are not limited to; Registered Training Organisations policies, procedures and relevant legislation
- Organisational skills to manage their own work task with a timeframe
- Access to a workplace or have experience in a workplace

## LEGISLATION / COMPLIANCE

In line with the Australian Skills Quality Authority (ASQA) under the RTO Standards 2015.

## PREREQUISITES

There are no prerequisite requirements for individual units of competency however participants will be expected to have a range of cognitive, technical and communication skills to select and apply a specialised range of methods, tools, materials and information to:

- Complete routine activities
- Provide and transmit solutions to predictable and sometimes unpredictable problems

## RECOGNITION OF PRIOR LEARNING

Individuals who believe they may be competent in one or more units of the qualification can apply for RPL in those unit (s). RPL is available for each unit of competency, based on relevant work experience, formal training or expertise.

Complete a Recognised Prior Learning Application form and one of our assessors will contact the applicant to discuss evidence requirements.

## LOCATION OF TRAINING

Our training centre is located at 12 Little Bramston Street Gladstone, Qld. Alternately courses can be booked for any location where appropriate facilities can be provided.

## COURSE COSTS

The fee for Part 1 Trainer Assessor Skill Set is \$900, Part 2 & Part 3 of the course is \$800 per cluster, for a total qualification fee of \$2500 per person which covers all course materials, administration, training facility, catering and student support days.

## BOOKINGS

Visit our web site [www.downtoearthresults.com.au](http://www.downtoearthresults.com.au) and book via the training calendar or alternatively contact us.

## PAYMENT METHOD

Payments can be made via direct debit:

Westpac Banking Corporation  
Down To Earth Results  
Student Course Fees Trust Account  
BSB: 034 126 ACC: 307 847

or by VISA/MasterCard.

## REFUND POLICY

DTE has a fair and equitable refund policy in place containing guidelines guaranteeing the refund of fees to participants under reasonable circumstances.

The management guarantees that DTE has a sound financial position and safeguards participant fees until used for training. Please ask for a copy of the refund policy.

We stand by our training excellence 100% and guarantee our product. Should for some valid reason the training does not meet your expectations we shall provide a full refund.

## COMMITMENT

Our facilities and experienced instructors ensure that graduates of our courses leave equipped with the knowledge and skills required for safe work in their chosen field with the breadth and depth of knowledge required for the role. In addition we offer an on-going support service to all course participants including student drop in contact days on a monthly basis.

## CONTACT US

Please contact DTE administrator to discuss your needs or queries regarding training and upcoming dates for courses.



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WEB [www.downtoearthresults.com.au](http://www.downtoearthresults.com.au)