



TAE40116 Certificate IV in Training & Assessment

Information Pack

Make an obligation free one-on-one meeting with a trainer to discuss your interests today!

Please call us on (02) 9557 7466 or send us an email to compliance@alliesecurity.edu.au



Allies Security Services is offering training and assessment for TAE40116 Certificate IV in Training & Assessment in partnership with and under the auspice of the Australian Registered Training Organisation (RTO) the MTO Group (RTO No: 32493). Information about this RTO can be found by visiting www.mtogroup.com.au or at <https://training.gov.au/Organisation/Details/32493>



TAE40116 Certificate IV in Training and Assessment

Overview of the Course

The TAE40116 Certificate IV in Training and Assessment is the foundation of all Australian Qualifications Framework (AQF) delivery. **Only persons who hold this qualification can legally sign off AQF assessments.**

Our course provides a solid understanding of the theoretical and practical aspects of training and assessing within the context of Vocational Education and Training, with a strong emphasis on designing, delivering and assessing competency-based programs to groups and individuals.

The benefits of earning a Certificate IV in Training and Assessment are that you will have the potential **to teach any skill for which you have formal qualifications.**



All Registered Training Organisations (including TAFEs) will accept this qualification as the TAE40116 Certificate IV in Training and Assessment is nationally recognised.

This course is designed for individuals who have vocational competence and wish to train and assess in their areas of vocational competence. Upon the completion of this program, you will be able to design and develop learning programs that are nationally recognised, and conduct assessments as a workplace trainer/assessor.

Please see below, and examples provide for further understanding of the course

Example 1: A childcare centre supervisor has been involved in designing an educational program according to an approved relevant industry-standard to meet the needs of children. In addition, the supervisor is also responsible for training a new staff member for the implementation of a children skill development program. The childcare supervisor would be a suitable candidate for this course. The qualification TAE40116 Certificate IV in Training and Assessment qualification would qualify the supervisor to deliver **CHC30113 - Certificate III in Early Childhood Education** or similar training programs.

Example 2: An individual is performing duties as a workplace supervisor and is responsible for designing and developing workplace documents to perform particular tasks, such as Duty Statements (or similar workplace documents) for workers to perform duties according to organisational as well as industry standards. Furthermore, the workplace supervisor is also responsible for conducting performance appraisals, identifying performance gaps and recommending internal or external programs to bridge those gaps. The workplace supervisor would be a suitable candidate for this course to offer nationally recognise training courses relevant to supervisor level in their industry.



Course pre-requisites

Requires you to be:

Computer-literate: Able to research and download online information, produce documents, create electronic learning resources, use technology during delivery, and assess and record information as required.

Language proficient: Able to communicate in English clearly.

Weekly Enrollment intake:

This part-time evening course is designed with an understanding of a potential course participant with a busy schedule at work and home; therefore, we are offering weekly intakes for a trainee to commence the course with us.

The enrolment process of the following:

Make an appointment to arrange a suitable time Monday to Saturday with the course trainer/ assessor for a one-on-one interview and complete the enrolment process. The enrolment process will take approximately one hour.

- Undertake a Language Literacy and Numeracy assessment
- Complete the enrolment form
- Provide evidence of vocational competence such as job description, duty statement, resume, any formal qualifications
- Pay 50% course fee on the enrolment day and to pay remaining course fee within 30 days.

Fees:

- \$2,900.00 per person. (Payable 50% on enrolment and 50% within 30 days)
- A weekly payment plan is also available if required.
- If a trainee is found **not satisfactory** after receiving feedback for their initial assessment, an additional fee up to \$50.00 would be a charge for further one on one training and reassessment.
- This fee may be reduced if we are able to Credit Transfer any units.



Duration of Learning

For a trainee to complete this program, ASQA (the regulator) mandates a duration of between 6 and 12 months from start to finish or 600 – 2400 hours of learning activities.

It is possible to gain the required skills and knowledge in less time. It is the experience of delivering training and assessment under supervision that is only gained over time.

Minimum 6 months and up to 12 months or 600 – 2400 hours of learning activities.

Delivery Methods and duration

You will need to attend approximately 8 hours per week, two (2) evenings for ten (10) weeks.

You'll be required to complete self-study activities outside the classroom to complete your course, attend face to face training and complete all assessment tasks successfully. The duration of learning activities will vary for individuals that depend on your previous knowledge and skills relevant to the course.

This course would require you to design training and assessment activities. The assessments include delivery of training sessions and other practical tasks, role play/scenarios, written questioning, completion of templates and implement feedback provided by the trainer assessor.

Some training sessions will be delivered via virtual classroom using Microsoft Team programs

Session Time:	4.30 pm to 8.30 pm
Training days:	Monday and Thursday
Face to face training session's duration:	Ten (10) weeks
Self-Study required:	Yes
Virtual sessions	Yes - only some sessions (trainees will be notified in advance)
Benefits of longer duration of face to face training	This mode delivery offers more flexibility that will provide you ample time to absorb new concepts and practice learning activities for a more extended period of time rather than just doing a 10-day format delivery.



Course objectives

As an active participant, you will learn how to:

- Ensure the learning environment is healthy and safe
- Practice inclusivity
- Work in a vocational environment
- Link learning to standards/benchmarks
- Design and develop learning programs
- Plan and organise training delivery
- Facilitate learning to groups and individuals
- Evaluate the impacts of learning programs
- Plan and organise assessments
- Assess competence
- Participate in assessment validation
- Develop plans and checklists for delivery and assessment
- Identify/use learning resources and equipment
- Create the right environment
- Deal with resistance
- Avoid the sins of poor presenters
- Improve communication skills



Learning Materials

HS Business School prides itself in providing you with quality learning materials. In this course we provide downloadable electronic materials to enable you to complete your studies at your own pace in your own environment. You can print your downloaded materials if you prefer. A minimum printing cost will apply if a trainee requires printing services from us.

Training Resources

On enrolment, you will be sent a login and temporary password to our learning database. This will allow you access to the downloadable learning and assessment materials.

Simply follow the information, instructions, and templates to complete each unit of competency. Completed assessments are uploaded back up onto the site, and your assessor will review it from there.

Practical Assessments

Becoming a competent, confident trainer/assessor takes time in front of a class, and the opportunity to administer assessments to real candidates. There are several units of competency that require you to deliver lessons and assess candidates in a real “train and assess” the environment. For this reason, we cannot accept enrolments for those who wish to complete just a distance learning or theory-based programs alone.

Assessment Materials

We will provide you with all the learning materials required, as well as a Recognition of Prior Learning (RPL) Assessment tool if this is the option you choose.

Career pathway

Once you have completed your TAE40116, take your study and practice further with the training pathway dual qualification:

- Diploma of Vocational Training and Education
- Diploma of Training Design and Development



Overview of Delivery

TAE40116 Certificate IV in Training and Assessment

This qualification requires the completion of 10 units of competency, consisting of 9 Core units and 1 Elective. Our standard program is:

Core Units:

TAEASS401 Plan assessment activities and processes

This unit describes the skills and knowledge required to plan the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system.

It applies to individuals with assessment planning responsibilities.

In planning activities and processes, individuals are required to identify the components of assessment tools, analyse, and interpret assessment tools, and develop assessment instruments (also known as assessment tasks) and assessment plans.

TAEASS402 Assess competence

This unit describes the skills and knowledge required to implement an assessment plan and gather quality evidence to assess the competence of a candidate using compliant assessment tools.

It applies to teachers, trainers and assessors in enterprises and registered training organisations (RTOs) and those providing assessment advisory services.

TAEASS403 Participate in assessment validation

This unit describes the skills and knowledge required to participate in an assessment validation process.

It applies to assessors and workplace supervisors with assessment validation responsibilities participating in, but not necessarily leading, the process.

TAEASS502 Design and develop assessment tools

This unit describes the skills and knowledge required to design and develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment.

It applies to experienced practitioners responsible for the development and/or delivery of training and assessment products and services.

TAEDEL401 Plan, organise and deliver group-based learning

This unit describes the skills and knowledge required to plan, organise and deliver training for individuals within a group.

It applies to a person working as an entry-level trainer, teacher or facilitator structuring a learning program developed by others in, or with, a training and assessment organisation.

TAEDEL402 Plan, organise and facilitate learning in the workplace

This unit describes skills and knowledge required to plan, organise, and facilitate learning for individuals in a workplace, using real work activities as the basis for learning.



It applies to a person working as an entry-level trainer, teacher or facilitator or an employee, team leader or workplace supervisor responsible for guiding learning through work.

TAEDES401 Design and develop learning programs

This unit describes the skills and knowledge required to conceptualise, design, develop and review learning programs to meet an identified need for a group of learners. The unit addresses the skills and knowledge needed to identify the parameters of a learning program, determine its design, outline the content, and review its effectiveness.

It applies to trainers or facilitators who work under limited supervision to design, or develop, learning programs that are discrete, and provide a planned learning approach that relates to specific learning and training needs, or part of the learning design for a qualification.

TAEDES402 Use training packages and accredited courses to meet client needs

This unit describes the skills and knowledge required to use training packages and accredited courses as tools to support industry, organisation, and individual competency development needs.

It applies to individuals who are working in or with training and/or assessment organisations as an entry-level trainer, teacher, facilitator, or assessor using a pre-defined training product, such as a training package or accredited course.

TAELLN411 Address adult language, literacy and numeracy skills

This unit describes the skills and knowledge a vocational trainer or assessor requires to identify the language, literacy and numeracy (LLN) skill requirements of the learner group, and to use resources and strategies that meet the LLN needs of the learner group.

The unit applies to individuals who teach, train, assess and develop resources. Competence in this unit does not indicate that a person is a qualified specialist adult language, literacy or numeracy practitioner.

Elective Units offered: (one only required)

TAEASS301 Contribute to assessment

This unit describes the skills and knowledge required to contribute to the assessment process.

It applies to a person with technical or vocational expertise who is in a supervisory or mentoring/coaching work role, and for whom collecting the evidence for assessment is an adjunct to their principal work responsibilities. The unit applies to those involved in collecting evidence for assessment against units of competency or accredited courses.

TAEDEL301 Provide work skill instruction

This unit describes the skills and knowledge required to conduct individual and group instruction, demonstrate work skills and assess the success of training and one's own training performance, using existing learning resources in a safe and comfortable learning environment.

It emphasises the training as being driven by the work process and context, and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations,



BSBCMM401 Make a presentation

This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.

This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training, and promotions. They contribute well-developed communication skills in presenting a range of concepts and ideas.

Support

For assistance and support, you can contact us at 02 9557 7466 or email us at compliance@alliessecurity.edu.au.

We hope that this course will represent an exciting beginning to a new field of study and perhaps a new career in training. We look forward to a continued relationship with you.





Frequently Asked Questions

Q1. How is the course delivered & assessed?

This course can be completed by distance learning, face to face sessions and virtual classroom using MS Team.

Q2. Do I get my course materials in a hard copy?

No, they all come as PDF or MSWord files, and you are free to print them off if you wish to work with hard copies.

If you require, we can provide you with the printing services at a minimum cost.

Q3. How long will it take me to complete the course?

For a trainee to complete this program, ASQA (the regulator) mandates a duration of between 6 and 12 months from start to finish or 600 – 2400 hours of learning activities.

However, your previous relevant knowledge and skills will reduce course duration and learning times.

Q4. How will I be assessed for competency?

At the end of each units' learning program, you undertake an assessment. This will normally be a combination of theory questions and practical assignments.

You can also undergo Credit Transfer if you have the relevant Qualifications or Statements of Attainment.

Q5. Who should consider doing TAE?

- Individuals are seeking formal recognition of their training and assessing capabilities and already working in their desired field.
- Individuals, seeking a career change and want to become a trainer/assessor in their relevant field of vocational expertise.

Q6. Why choose us?

- **Industry experts:** We have experienced trainers with 20 years of experience in the VET sector. We can guarantee that you will receive a very positive and pleasant learning experience.
- **Evening sessions:** We are offering flexibility by doing part-time evening classes, so you don't need to take a day off work. Therefore, you can commence the career development that you might have been holding off for a while.
- **Well-designed course:** Course learning and assessment tasks are not crammed in 10 days with us. We understand the complexity of new concepts that and course participants will be exposed to, as well as new terminologies of the vocational education training system which may require more time to absorb. We are offering ten (10) weeks of the face-to-face learning environment to answer your questions promptly by a qualified Trainer Assessor rather than waiting for a phone or email reply.
- **We offer quality training services:** Student feedback over the years has been excellent, currently with 4.7/5 stars on Google reviews.



- **Convenient location and free street parking:** We are conveniently located at 34C Fitzroy Street Marrickville. Yes, free parking is available just outside of our training centre. We are also accessible by public transport, Sydenham train station being the nearest.

Q7. Any special offers available for a group discount?

We are happy to offer a 5 % group discount on top of special offers for a minimum of five trainees. Also, we would accommodate training sessions based on group availability.

Q8. Why should I not consider online training course?

According to statistics, a vast number of trainees enrol in an online course with the understanding of saving money and having personal space. However, learning outside the classroom is not as ideal as in the classroom. They are unable to complete the course by simply watching pre-recorded webinars, with no face-to-face interaction with the trainer in a classroom environment.

Q9. Are there any possibilities for a trainee not to complete TAE40116 within 12 months?

Yes, this course is a solely focused on quality standards for vocational education and training that incorporates the legislative requirements. Therefore, course participants must dedicate a reasonable amount of time to learn these new knowledge and skills.



Assessor support

For Further information in NSW please contact:

ATT: TAE Compliance

Level 1

34C Fitzroy Street, Marrickville NSW 2204

Phone: (02) 9557 7466

Websites: www.alliesecurity.edu.au

Email: compliance@alliesecurity.edu.au

We hope that this course will represent an exciting beginning to your new career in training and assessing. We look forward to a continued relationship with you.





Course Summary

Course Code:	TAE40116
Entry Requirement	<p>Meet language literacy was requirement</p> <p>Basic word processing skills and knowledge of Microsoft product knowledge such as MS teams</p> <p>Provide evidence to confirm vocational competence</p>
Delivery Mode:	Face to face (either classroom based or virtual classroom via MS Team if we are being offered)
Training sessions	<p>Face to Face 20 Session in 10 weeks</p> <p>Monday and Thursdays</p> <p><i>(spaced out training session for more time to absorb the course content rather cramped in 10 days)</i></p> <p>Note: For group of minimum 6 cooperate booking we offer preferred days for the course delivery.</p>
Course Duration:	<p>Minimum 6 months and up to 12 months or 600 – 2400 hours of learning activities.</p> <p>Note: <i>Learning activities can be reduce for individuals that have relevant knowledge and skills in teaching and training environment informal and informal environments</i></p>
Course Intake	Weekly intake, please call (02) 9557 7466 or send email to accounts@alliessecurity.edu.au to make an appointment to commence course without any delays
Class Hours:	4.30pm till 8.30pm
Cost:	<p>Special offer \$2990.00 for 2020</p> <p><i>Standard fee \$3999.00</i></p>
Location	34c Fitzroy St, Marrickville NSW 2204 – walking distance form Sydenham Train and FREE PARKING! on Fitzroy St

