

Certificate IV in TRAINING & ASSESSMENT

(TAE40110)

TAEELN411 is proposed to become a core unit in the TAE40110 Certificate IV in Training and Assessment. This is included in the program fees and is run as a one day workshop or online

BROOME DATES

Block 1

Monday 29th February-Thursday 3rd
March 2016

Block 2

Monday 9th- Thursday 12th May 2016

Block 1

Monday 19th Thursday 22nd September
2016

Block 2

Monday 21st- Thursday 24th November
2016

Cost

\$1990 (GST Free)

(Inclusions - Lunch, resources used in the program, assessment for eligible participants, issue of Qualification)

How to book

- Visit www.pivot.edu.au or
- Email Keva@pivot.edu.au
- Call Keva 9221 1803

For more information on the course, please email Elisa at elisa@pivot.edu.au or phone (08) 9221 1803

Please note that this is a blended-learning delivery and requires work to be completed in the workplace following the program.

Terms and conditions:

Deposit is required prior to confirmation of booking; Cancellations must be given within 5 working days of the workshop for a full refund. Cancellations within 5 working days

PROGRAM STRUCTURE AND CONTENT

LEARNING DESIGN (BLOCK ONE)

- TAEDES401A - Design and Develop Learning Programs
- TAEDES402A - Use Training Packages and Accredited Courses to Meet Client Needs

WORKPLACE ASSESSOR (BLOCK ONE)

- TAEASS301B - Contribute to Assessment
- TAEASS401B - Plan Assessment Activities and Processes
- TAEASS402B - Assess Competence
- TAEASS403B - Participate in Assessment Validation

TRAIN THE TRAINER (BLOCK TWO)

- TAEDEL301A - Provide Work Skill Instruction
- TAEDEL401A - Plan, Organise and Deliver Group-Based Learning
- TAEDEL402A - Plan, Organise and Facilitate Learning in the Workplace
- BSBCMM401A - Make a Presentation
- TAEELN411 - Address Adult Language, Literacy and Numeracy Skills

ABOUT THE PROGRAM

The TAE40110 Certificate IV in Training and Assessment is the industry standard qualification for those who deliver and assess training.

This qualification will provide participants with the skills, knowledge and passion to deliver interesting and informative training sessions to groups and individuals, navigate the Australian training system and undertake competency based assessments against any benchmark or standard.

ENTRY REQUIREMENTS

There are no prerequisites for entry into the program although participants should have reasonable language, literacy and numeracy. Students should have access to be able to complete projects in their current role related to the Certificate IV.

WHO SHOULD DO THIS QUALIFICATION?

The Certificate IV in Training and Assessment reflects the role of individuals who are engaged to train other members of their organisation in any operational or managerial tasks. Their role may be in any industry or organisational setting.

Students may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in training and assessment functions.



DELIVERY METHODS

FACILITATED WORKSHOPS

Experienced industry professionals use all the principles of adult learning to deliver interesting and innovative training leaving participants motivated and enthused to use the new tools and techniques in their working environment.

We offer a public schedule of courses or we can design a program to suit your organisation.

ONLINE DELIVERY

Here at The Pivot Institute we are leaders in the field with our own Pivot Online Learning System (POLS) which provides participants with all content and resources and online classroom opportunities to cover the content in the Certificate.

Printed self-paced workbooks are provided together with regular facilitator contact to support the delivery of the program.

You may choose to complete the Qualification with a combination of learning methods.

LEARNING RESOURCES

All learning resources are provided. These include:

- Quality Learner Guides for each cluster of units
- Access to POLS to provide full course material and support for participants regardless of their chosen delivery method
- Ongoing facilitator support
- Relevant handouts and journal articles
- Program material can be customised and branded for your own organisation

RECOGNITION OF PRIOR LEARNING

RPL is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience, or general life experience. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess.

ASSESSMENT METHODS

The Pivot Institute assessments are aimed at adding value to the individual and their organisation. Assessment with The Pivot Institute is true to the units of competency, but is tailored to the needs of the individual and the organisation. This means that where possible we ensure that the assessment fits into what you are doing in your workplace as part of your daily workplace activities. The result is assessment that is meaningful and valuable to both the participant and the organisation.

HOW LONG WILL IT TAKE?

The following is a guide outlining the approximate time it will take to complete the Certificate IV in Training and Assessment, depending on the time commitment you are able to manage:

Study Hours Per Week	Estimated Time to Complete
12	3 Months
6	6 Months
3	1 Year

For further information, please contact:

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