Coming in April 2018*

Certificate IV in TRAINING & ASSESSMENT
(TAE40116)

PROGRAM STRUCTURE AND CONTENT

LEARNING DESIGN
- TAEDES401 - Design and Develop Learning Programs
- TAEDES402 - Use Training Packages and Accredited Courses to Meet Client Needs
- TAELLN411 Address Adult Language, Literacy and Numeracy Skills

WORKPLACE ASSESSOR
- TAEASS401 - Plan Assessment Activities and Processes
- TAEASS402 - Assess Competence
- TAEASS403 - Participate in Assessment Validation
- TAEASS502 Design and Develop Assessment Tools

TRAIN THE TRAINER
- TAEDEL301 - Provide Work Skill Instruction
- TAEDEL401 - Plan, Organise and Deliver Group-Based Learning
- TAEDEL402 - Plan, Organise and Facilitate Learning in the Workplace

ABOUT THE PROGRAM
The TAE40116 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
Those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience and may include, but is not limited to, holding a relevant unit of competency or qualification.

WHO SHOULD DO THIS QUALIFICATION?
The Certificate IV in Training and Assessment reflects the role of individuals who are engaged delivering training and assessment services in the Vocational Education and Training (VET) sector. This qualification (or the skills sets derived from units of competency within it) is also suitable for those engaged in the deliver of training and assessment of competence in a workplace context, as a component of a structured VET program.

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

Cluster - Learning Design
- 21st - 25th May
- 13th - 17th August
- 12th - 16th November

Cluster - Workplace Assessor
- 12th - 16th March
- 11th - 15th June
- 10th - 14th September
- 10th 14th December

Cluster - Train the Trainer
- 16th - 20th April
- 16th - 20th July
- 15th - 19th October

Additional dates will be available on our website

VENUE
Pivot River View Room - Level 4, 231 Adelaide Terrace, Perth WA 6000

How to book
- Visit www.pivot.edu.au or
- Email admin@pivot.edu.au
- Call us (08) 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 10 working days of the workshop for a full refund (less admin fee).

This qualification is CURRENT

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 volume of learning of a Certificate IV in Training and Assessment is typically six months to two years.
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	6 Months
6	12 Months
3	24 Months

For further information, please contact:
The Pivot Institute
T: 1300 354 309
T: (08) 9221 1803
F: (08) 9221 1903
elisa@pivot.edu.au
camilla@pivot.edu.au

Level 4, 231 Adelaide Terrace, Perth WA
600 www.pivot.edu.au
RTO: 51586

PIVOT
institute
training excellence