

**PIVOT**  
i n s t i t u t e  
*training excellence*

# THE PIVOT INSTITUTE

## ENROLMENT OUTLINE & APPLICATION KIT TRAINING & EDUCATION PACKAGE

TAE40116

Certificate IV in  
Training & Assessment

A: L4, 231 Adelaide Tce Perth  
P: (08) 9221 1803  
E: [enquiries@pivot.edu.au](mailto:enquiries@pivot.edu.au)  
RTO: 51586



# PROGRAM STRUCTURE AND CONTENT

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 confidence 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.

The TAE40116 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 skill-sets derived from units of competency within it) is also suitable for those engaged in the delivery of training and assessment of competence in a workplace context.

Students may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in training and assessment functions. The program is delivered in three clusters. These clusters can be attended in any order.

## LEARNING DESIGN

TAEDES401 - Design and Develop Learning Programs  
TAEDES402 - Use Training Packages and Accredited Courses to Meet  
TAEELN411 - 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

## AVAILABLE DATES FOR EACH CLUSTER

13th - 17th January 2020  
21st - 25th April 2020  
20th - 24th July 2020  
19th - 23rd October 2020

9th - 13th March 2020  
8th - 12th June 2020  
7th - 11th September 2020  
7th - 11th December 2020

10th - 14th February 2020  
11th - 15th May 2020  
10th - 14th August 2020  
9th - 13th November 2020

Please visit our website [www.pivot.edu.au](http://www.pivot.edu.au) for additional dates.

# 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, in Perth, or we can design a program to suit your organisation. (minimum numbers apply).

## **SUPPORTED DISTANCE 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.

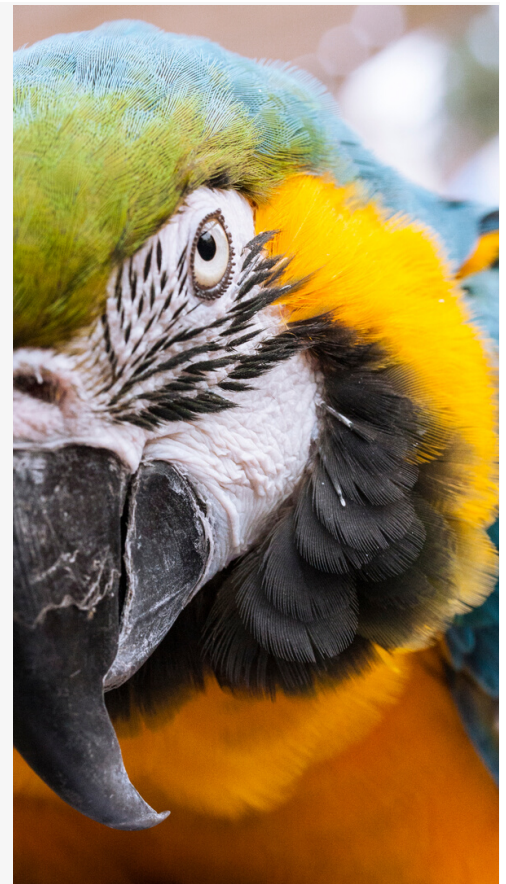
## **LEARNING RESOURCES**

All learning resources are provided. These include:

- Quality Learner Guides for each cluster of units
- Access to Pivot Online Learning System (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 for skills and knowledge that you already possess. If you think you may be eligible for RPL, please contact us.







# ASSESSMENT METHODS

## SOMETHING ABOUT OUR ASSESSMENT

The Pivot Institute's 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 whilst ensuring you have the knowledge and skills as outlined in the Unit of Competency.

## HOW LONG WILL THE QUALIFICATION TAKE ME?

The average time it takes to complete varies significantly depending on the skills and knowledge you already hold relevant to training and assessment. If, for example, you are attending the facilitated classes and completed the relevant activities you would still need to allow the following suggested time\* to complete the Qualification.

*STUDY HOURS PER WEEK	ESTIMATED TIME TO COMPLETE
12 hours	6 months
6 hours	12 months

The AQF states that the volume of learning for a Certificate IV qualification is 6 months - 2 years (or 600-2400 hours).

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# IS THIS THE COURSE FOR ME?



## ASK YOURSELF

Do you have the required technological skills in order to undertake the program? E.g you can navigate your way around the web, download documents, upload files etc.

Will you be able to access the following:

- 8 people to watch you train?
- 2 people you can coach?
- 5 people you can assess?
- a mentor or experienced other to support your learning journey?
- a computer (preferably a laptop), internet access and a printer?

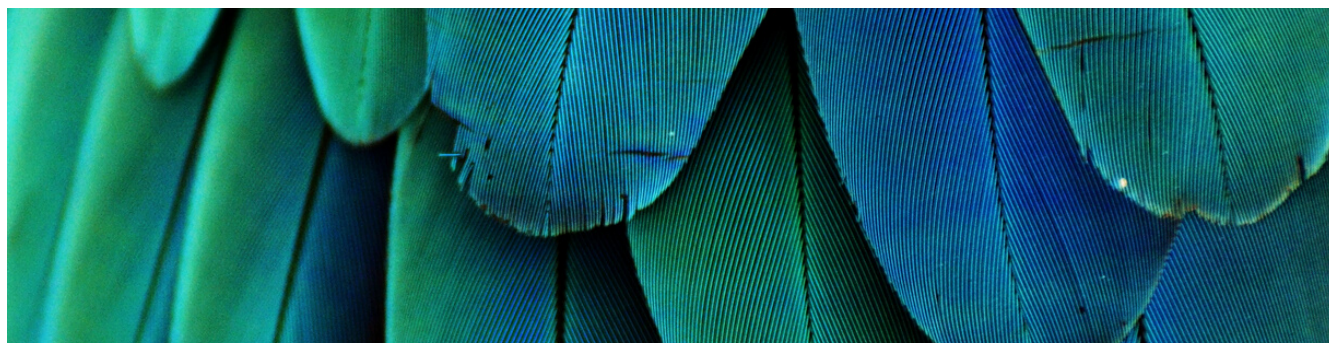
Have you considered recognition of prior learning? If so, then please ensure you are familiar with what it entails and the required process?

Are you aware of what your choice of program involves and do you have enough information to ensure suitability of the course?

Have you discussed with our team, any extra information that needs to be considered for you to complete the course?

Do you have access to the appropriate practice environment\* that is required for the completion on the program?

\*Pivot may be able to assist you with a practice environment in come circimstances.



# LANGUAGE, LITERACY AND NUMERACY REQUIREMENTS

## THE TAE40116 CERTIFICATE IV IN TRAINING AND ASSESSMENT REQUIRES HIGH LEVELS OF WRITTEN AND ORAL COMMUNICATION SKILLS

All training qualifications nationally have an individual level of language, literacy and numeracy competency that is required to be met. In order to gain an understanding of your language, literacy and numeracy level we have included a questionnaire that is required to be completed **by you** on page 6.

If the required level of language, literacy and numeracy is not met, then you will be redirected to an LLN program in order to support you as required. You will be able to find support regarding language, literacy and numeracy through the following providers:

### ORGANISATION

#### WESTERN AUSTRALIA ADULT LITERACY COUNCIL

[WWW.WAALC.ORG.AU](http://WWW.WAALC.ORG.AU)

#### AUSTRALIAN COUNCIL FOR ADULT LITERACY

[ACALE.EDU.AU/IN](http://ACALE.EDU.AU/IN)

(03) 9546 6892

#### THE READING WRITING HOTLINE

[WWW.READINGWRITINGHOTLINE.EDU.AU](http://WWW.READINGWRITINGHOTLINE.EDU.AU)

1300 655 506

#### READ WRITE NOW!

[WWW.READ-WRITE-NOW.ORG](http://WWW.READ-WRITE-NOW.ORG)

(08) 9427 1393



# LLN & CORE REQUIREMENTS

This questionnaire allows us to ensure that we provide training and assessment which meets your needs. Please complete the following:

## QUESTION

## ANSWER

Why do you wish to study this program?

Please describe your educational background.

Please describe what you do in your current or previous role.  
OR provide a resume and job description of your current or previous role.

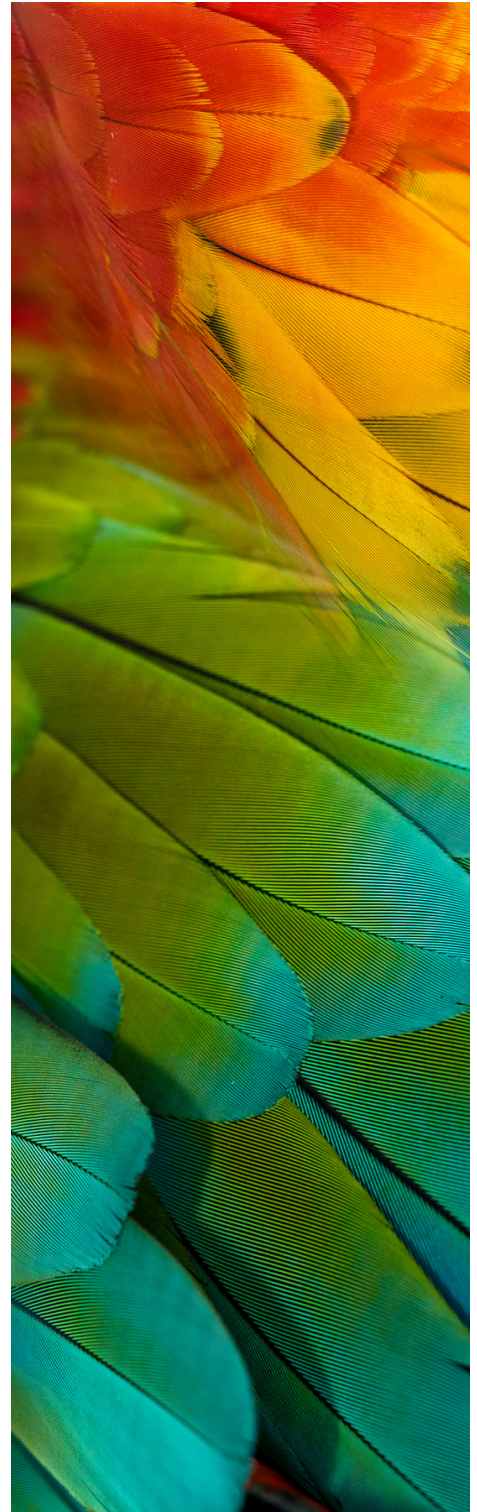
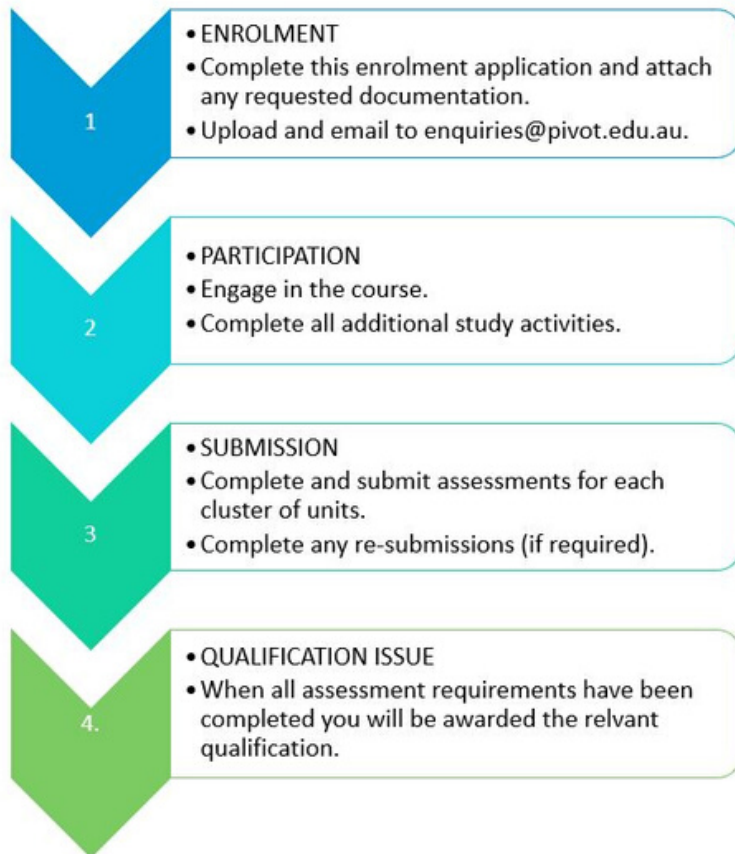
Following the successful completion of this program what topic area are you interested in training?

Following the successful completion of this program what topic area are you interested in assessing?

Taking into consideration the information you have about the program, do you have any concerns that might prevent you from progressing through this course?



# STEPS TO GAINING THE QUALIFICATION





# The Pivot Institute

## Enrolment Form



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### Course applying for

Course name: \_\_\_\_\_

Preferred method of delivery: \_\_\_\_\_

Course dates: \_\_\_\_\_

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### Personal details

#### 1. Enter your full name \*

Family name (surname) \_\_\_\_\_

Given names \_\_\_\_\_

\* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

#### 2. Enter your birth date

Day/month/year | | |

#### 3. Gender (Tick ONE box only)

Male ☐

Female ☐

Other ☐

#### 4. Enter your contact details

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Mobile \_\_\_\_\_ Email address \_\_\_\_\_

Alternative email address (optional) \_\_\_\_\_

#### 5. What is the address of your usual residence?

Please provide the physical address (street number and name **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

Building/property name \_\_\_\_\_

Flat/unit details \_\_\_\_\_

Street or lot number (e.g. 205 or Lot 118) \_\_\_\_\_

Street name \_\_\_\_\_

Suburb, locality or town \_\_\_\_\_

State/territory \_\_\_\_\_

Postcode \_\_\_\_\_

## 6. Identification

Please provide details for one of the forms of identity listed below.

Australian Driver's Licence \_\_\_\_\_ Medicare Card \_\_\_\_\_

## 7. What is your postal address (if different from above)?

Building/property name	_____
Flat/unit details	_____
Street or lot number (e.g. 205 or Lot 118)	_____
Street name	_____
Postal delivery information (e.g. PO Box 254)	_____
Suburb, locality or town	_____
State/territory	_____
Postcode	_____

## Language and cultural diversity

### 8. In which country were you born?

Australia	<input type="checkbox"/> 1101	_____
Other – please specify		_____

### 9. Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only	<input type="checkbox"/> 1201	_____
Yes, other – please specify		_____

### 10. Proficiency in English

Very Well	<input type="checkbox"/>	_____
Well	<input type="checkbox"/>	_____
Not very Well	<input type="checkbox"/>	_____

### 11. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No	<input type="checkbox"/> 4	_____
Yes, Aboriginal	<input type="checkbox"/> 1	_____
Yes, Torres Strait Islander	<input type="checkbox"/> 2	_____

3 (yes to both)

## Disability

### 12. Do you consider yourself to have a disability, impairment or long-term condition?

Yes	<input type="checkbox"/> Y	_____
No	<input type="checkbox"/> N	No – Go to question 13

### 13. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area) Please refer to the Disability supplement (available from The Pivot Institute) for an explanation of the following disabilities.

Hearing/deaf	<input type="checkbox"/> 11	_____
Physical	<input type="checkbox"/> 12	_____
Intellectual	<input type="checkbox"/> 13	_____
Learning	<input type="checkbox"/> 14	_____
Mental illness	<input type="checkbox"/> 15	_____
Acquired brain impairment	<input type="checkbox"/> 16	_____
Vision	<input type="checkbox"/> 17	_____
Medical condition	<input type="checkbox"/> 18	_____
Other	<input type="checkbox"/> 19	_____

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## Schooling

### 14. What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

Year 12 or equivalent	<input type="checkbox"/> 12	
Year 11 or equivalent	<input type="checkbox"/> 11	
Year 10 or equivalent	<input type="checkbox"/> 10	
Year 9 or equivalent	<input type="checkbox"/> 09	
Year 8 or below	<input type="checkbox"/> 08	
Never attended school	<input type="checkbox"/> 02	Never completed any primary or secondary level education – go to question 16

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### 15. In what year did you complete your schooling? \_\_\_\_\_

### 16. Are you still enrolled in secondary or senior secondary education?

Yes	<input type="checkbox"/> Y
No	<input type="checkbox"/> N

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## Previous qualifications achieved

### 17. Have you ever SUCCESSFULLY completed any of the following qualifications listed below?

If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/> 008
Advanced diploma or associate degree	<input type="checkbox"/> 410
Diploma (or associate diploma)	<input type="checkbox"/> 420
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> 511
Certificate III (or trade certificate)	<input type="checkbox"/> 514
Certificate II	<input type="checkbox"/> 521
Certificate I	<input type="checkbox"/> 524
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/> 990

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## Employment

### 18. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

Full-time employee	<input type="checkbox"/> 01
Part-time employee	<input type="checkbox"/> 02
Self employed – not employing others	<input type="checkbox"/> 03
Self employed – employing others	<input type="checkbox"/> 04
Employed – unpaid worker in a family business	<input type="checkbox"/> 05
Unemployed – seeking full-time work	<input type="checkbox"/> 06
Unemployed – seeking part-time work	<input type="checkbox"/> 07
Not employed – not seeking employment	<input type="checkbox"/> 08

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## Study reason

### 19. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

To get a job	<input type="checkbox"/> 01
To develop my existing business	<input type="checkbox"/> 02
To start my own business	<input type="checkbox"/> 03
To try for a different career	<input type="checkbox"/> 04
To get a better job or promotion	<input type="checkbox"/> 05
It was a requirement of my job	<input type="checkbox"/> 06



I wanted extra skills for my job	<input type="checkbox"/> 07
To get into another course of study	<input type="checkbox"/> 08
For personal interest or self-development	<input type="checkbox"/> 12
To get skills for community/voluntary work	<input type="checkbox"/> 13
Other reasons	<input type="checkbox"/> 11

## Privacy Notice

### Privacy Notice

Under the *Data Provision Requirements 2012*, The Pivot Institute is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by The Pivot Institute for statistical, administrative, regulatory and research purposes. The Pivot Institute may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## Unique Student Identifier (USI)

From 1 January 2015, we The Pivot Institute can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

### 20. Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

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Unique Student Identifier (USI)

STUDENT AGREEMENT		YES	NO
<b>Please TICK below boxes to finalise the enrolment process:</b>			
I acknowledge that I have reviewed a copy of The Client Handbook. This is available on the website at <a href="http://www.pivot.edu.au">www.pivot.edu.au</a> and outlines the policies and procedures of Pivot as a registered training organisation. (enrolment can only be completed if this has been ticked).		<input type="checkbox"/>	<input type="checkbox"/>
I give my consent to The Pivot Institute that my feedback on course delivery may be used in Pivot marketing materials web and print based e.g. testimonial.		<input type="checkbox"/>	<input type="checkbox"/>
I give my consent to The Pivot Institute to contact other RTO(s) where I have studied to confirm the authenticity of transcripts which may be used for credit transfer or RPL purposes.		<input type="checkbox"/>	<input type="checkbox"/>
<b>Student Signature:</b>	<b>Date:</b>		
<b>This is an Approved Digital Signature</b> <input type="checkbox"/>			

