

TAE10 Training and Assessment

You get to do it your way!

Our training programs are student-centred, interactive, creative, intuitive and enjoyable to give you the best experiential learning activities we can create, based on:

- I hear and I forget
- I see and I remember
- I do and I understand

With HBTA you get to choose training options:

- custom designed qualifications using the full range of available electives
- the ability to select additional electives for an 'add-on' Statement of Attainment
- professional development programs
- non-accredited corporate training
- Recognition of Prior learning to validate skills already acquired

With a choice of participation methods:

- mentored one-on-one flexible learning
- mentored on-job training
- workshops
- corporate groups (your venue or ours)
- small group webinars

With these great advantages:

- enrolment at any time
- study plans to suit personal time availability
- progress at your own pace*
- Installment payment options
- corporate group and valued client discounts
- *Normal progression rules apply. Please see the Student Manual on our web site.*

Prices are all inclusive of administration fees and learning resources



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The resources you receive

Self-paced distance courses:

If you are confident that you can complete the course on your own, you will be provided with the electronic resources (the e-learning you can do without the internet hassles).

The program is organised in 'Learning Bites' which are topics that follow the journey trainers and assessors make from initial planning to working with their own students.

The interactive learning is 'driven' by a full colour, hyperlinked Study Guide which will allow you to explore different course contents:

- PDF files of the course PowerPoints which provide an easy to follow introduction to each topic
- links to one of the 3 'Magic' e-books which explain the theories and techniques in simple and practical ways
- hyperlinks to the assessment manual and individual task templates
- hyperlinks to interesting and essential sources of external documents and web sites

Workshop courses:

You will be given a Flipped Learning Guide so that you can prepare for, and follow, the workshop program.

Flipped Learning means less time being taught theory and more time in the classroom being taught the practical aspects of the job of trainer and assessor.

You will be given a hard copy of the Study Guide and the Assessment Manual, plus the Interactive study materials.

Assessments can be sent in by email, or on USB or by Drop Box.

Practical Skills Demonstrations

All of the delivery units require two or more practical demonstrations of conduction sessions with more than one group of learners.

This can be through:

- demonstrations in classrooms
- delivery of training in your own workplace
- individual skills coaching and mentoring sessions using Skype video contacts with your assessor
- video recordings of sessions in the workplace or in community settings
- recognition evidence (portfolio) verified by references and learner feedback

Discuss your options with your assessor before you commence on the delivery units

TAE40110 Certificate IV in Training and Assessment

10 competency units are required for award of this qualification, including:

- 7 core units
- 3 elective units

Fees:

Code	Mode	Fee
TAE40110-f	Self-paced + mentoring / practical workshops	\$1,850.00
TAE40110-r	Recognition (RCC & RPL) not requiring gap training	\$650.00
TAE40110-g	Recognition (RCC & RPL) requiring gap training	\$1260.00
TAE40110-c	Corporate rate	\$1350.00 (6 plus participants)

Recognition of Prior Learning (RPL) is offered to all applicants. We also discuss your training needs before you enroll to help you choose the most appropriate electives and study choices.

Core Units: All must be taken

Code	Title	Hours
TAEASS401B	Plan assessment activities and processes	20
TAEASS402B	Assess competence	15
TAEASS403B	Participate in assessment validation	20
TAEDEL401A	Plan organise and deliver group-based learning	30
TAEDEL402A	Plan, organise and facilitate learning in the workplace	25
TAEDES401A	Design and develop learning programs	50
TAEDES402A	Use Training Packages and accredited courses to meet client needs	25

Elective Units: 3 must be chosen

Code	Title	Hours
TAEASS502B	Design and develop assessment tools	30
TAEDEL403A	Coordinate and facilitate distance-based learning	30
TAEDEL404A	Mentor in the workplace	30
TAEDEL501A	Facilitate e-learning	50
TAELLN411	Address language, literacy and numeracy skills	30
TAETAS401A	Maintain training and assessment information	40
BSBAUD402B	Participate in a quality audit	40
BSBLED401A	Develop teams and individuals	40
BSBCMM401A	Make a presentation	30
BSBMKG413A	Promote products and services	40
BSBREL402A	Build client relationships and business networks	50
BSBRES401A	Analyse and present research information	40

Contact us:

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Given that TAE40116 has now been endorsed, we recommend that you choose TAEASS502 and TAELLN4111 as electives in order that you can transition to the new qualification as it becomes available. This is not compulsory.

Note that you must complete your course by 23 Sept 2017 in order that your work can be assessed and your certificate issued by 5 10 2017.

In order to ensure this happens smoothly, send in your assessments as you complete each topic so that we can give you feedback to assist you with your learning.