

# TAE40116 Certificate IV in Training and Assessment

## With our programs You get to do it your way!

Our training programs are student centred, interactive, creative, intuitive and enjoyable to give you experiential learning activities, based on:

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

With HBTA you have a choice of 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 based on work experience and previous studies

With a choice of participation methods:

- mentored one-on-one flexible learning
- mentored on-job training
- 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\*
- corporate group and valued client
- discounts
- PAYG payment options for individuals

*\* Progression rules apply and there are time limits for completion of studies. More details are given on enrolment forms and in the student manual*

This is a professional level qualification, that will take at least 6 months for novice learners to complete. It may be supported by mentoring, attendance at webinars and Skype tutoring .

In completing this qualification you are required to read from a number of sources, carry out basic research and work projects.

## Time limits to complete the qualifications

The volume of learning for a Certificate IV is 6 months, unless there are factors such as your prior learning and experience that can shorten the course duration. You are allowed up to 12 months to complete your studies.

You may take up to a year to complete a qualification if studying part time and you need to keep us informed of any special circumstances for which you might be allowed an extension.

## Fast Track Your Training Options

It is possible to integrate real work experience into course studies.

If you have workplace evidence that matches the study assessment tasks, you can discuss this with your assessor.

Remember to get permission for this from your employer.

## Keep us up to date

If you change your name, address or contact details you need to keep us informed.

It is also very important to make sure your details match your records for USI.

It is the little things that cause delays in issuing your qualifications.

## Practical Skills Demonstrations

All of the delivery units, require practical demonstrations of conducting delivery sessions and assessments with groups of learners, in industry training or RTOs. TAELLN411 also requires access to real VET learners,

This can be through:

- demonstrations in classrooms
- delivery of training and conducting assessment in your own workplace or in industry
- individual skills coaching and mentoring sessions using Skype video contacts with your assessor
- participation in Zoom or Skype delivery session groups
- 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 us before you enroll.**

## Covid –19 Safety

In order to keep you safe, we have implemented programs that use virtual classrooms. Where face to face sessions are used, numbers are limited and social distancing applied. We recommend that you also use a mask and you must follow the hand hygiene procedures.

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

- 9 core units
- 1 elective unit

**Fees:** Prices are inclusive of administration fees and learning resources

Code	Mode	Fee
TAE40116-w	10 day workshop plus self-paced	\$3,300.00
TAE40116-d	Self-paced distance with full support	\$2,100.00
TAE40116-r	Recognition (RCC & RPL) not requiring gap training	\$1,750.00
TAE40116-g	Recognition (RCC & RPL) requiring gap training	\$2,200.00
TAE40116-c	Corporate rate	\$POA (6 plus participants)

Recognition of Prior Learning (RPL) is offered to all applicants. If you have TAA40104 you need to RPL against the differences as there is no longer any credit transfer. We also discuss your training needs before you enroll to help you choose the most appropriate electives and study choices. A range of Skill Sets is also available.

## Core Units: All must be taken

- TAEASS401 Plan assessment activities and processes
- TAEASS402 Assess competence
- TAEASS403 Participate in assessment validation
- TAEASS502 Design and develop assessment tools
- TAEDEL401 Plan, organise and deliver group-based learning
- TAEDEL402 Plan, organise and facilitate learning in the workplace
- TAEDES401 Design and develop learning programs
- TAEDES402 Use Training Packages and accredited courses to meet client needs
- TAELLN411 Address language, literacy and numeracy skills

## Elective Units: 1 must be chosen

- TAEDEL301 Provide work skills instruction
- TAEDEL403 Coordinate and facilitate distance-based learning (RPL only)
- TAEDEL404 Mentor in the workplace
- TAEDEL501 Facilitate e-learning
- TAETAS401 Maintain training and assessment information (RPL only)
- BSBAUD402 Participate in a quality audit
- BSBLED401 Develop teams and individuals
- BSBCMM401 Make a presentation
- BSBMKG413 Promote products and services (RPL only)
- BSBREL402 Build client relationships and business networks (RPL only)
- BSBRES411 Analyse and present research information

TAEASS402, TAED301, TAED402 and TAELLN411 require that you have access to real VET learners. These can be learners in industry training or RTOs but they must be real people, not case studies.

We give you a pre-enrolment questionnaire to complete in order to design the right amount of training for you and to ensure that your chosen study option is appropriate.

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



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