TAE40122 CERTIFICATE IV IN TRAINING & ASSESSMENT

Enrolment Information 2024

www.pivot.edu.au

Enrolments:
hello@minetrainingaustralia.edu.au

Enquiries:
admin@pivot.edu.au

(08) 9221 1803
RTO code: 51586

NATIONALLY RECOGNISED TRAINING

FREE TRAINING

JOBS & SKILLS WA

PROGRAM STRUCTURE & CONTENT

The **TAE40122 Certificate IV in Training and Assessment** is the industry standard qualification for those who deliver and assess training.

The TAE40122 Certificate IV in Training and Assessment reflects the roles of entry-level vocational education and training (VET) teachers, trainers and assessors who are delivering training services to vocational learners and assessment services to candidates. The roles may be undertaken by those working in registered training organisations (RTOs), enterprises, community organisations, schools and other VET contexts. This qualification meets the minimum education requirement for trainers and assessors operating without supervision under applicable VET legislation, frameworks and/or standards. . A Road Map has been provided with the suggested order of study. Chat with one of our trainers if the plan or dates don't work for you. You will find our schedule of workshops for each block of units in the course breakdown.

ENTRY REQUIREMENTS

Those entering this qualification must be able to demonstrate vocational competence in their proposed training and assessing area. Vocational competence is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification. This information is gathered when you complete the questions on pages 8, 9 and 10 in this document (and send them in).

There are 12 units in the TAE40122 Certificate IV in Training and Assessment, 6 core units and 6 elective units. Our unit selection reflects the needs of industry with a focus on supporting learning in a variety of ways in the workplace.

At the Pivot Institute we offer a range of flexible learning options including face-to-face workshops and virtual workshops, as well as self-paced training options, for all of our students, so your course can fit around your career.
The TAE40122 qualification is the successor to the TAE40116 Certificate IV in Training and Assessment. The qualifications are considered equivalent
If you are working in an RTO you will also be able to work under supervision, prior to attaining your full qualification.

Road to Success

TAE40122 Certificate IV in Training and Assessment

BLOCK ONE
INTRODUCTION TO THE VET SECTOR

01

TAEPDD401 Work effectively in the VET sector
BSBAUD412 Work within compliance frameworks
TAEDES411 Use nationally recognised training products to meet vocational training needs
BSBWRT411 Write complex documents

V/F2F

All units can be completed through Face to Face (F2F) or Virtual (V) workshop attendance. However, Self Paced External (SPE) study options are also avaiable if required.

BLOCK TWO
TRAIN THE TRAINER

02

TAEDES412 Design and develop vocational training
TAEDEL412 Facilitate workplace-based learning
TAEDEL311 Provide work skill instruction
TAEDEL411 Facilitate vocational training
TAEDEL413 Facilitate distance-based learning

V/F2F

BLOCK THREE
VET ASSESSOR

03

TAEASS412 Assess Competence
TAEASS413 Participate in assessment validation
BSBCMM411 Make presentations

V/F2F

WHAT IS POLS?

Pivot Online Learning System (POLS) is our online platform we use to support you through your studies. It includes all learning and assessment material, helpful resources, student support groups, and the assessment portal for submission.

ASSESSMENT & YOUR ENROLMENT

Our role is to support you to be the best trainer and assessor that you can be. With the guidance of experienced trainers and assessors working in the industry, you'll learn high quality training and assessment methods and have access to our state-of-the-art facilities. Most people are able to complete the course in 6-18 months, it all depends on the amount of time you are able to commit to your assessment work. We suggest you chat to your family and employer about how you can allocate time to complete the requirements.
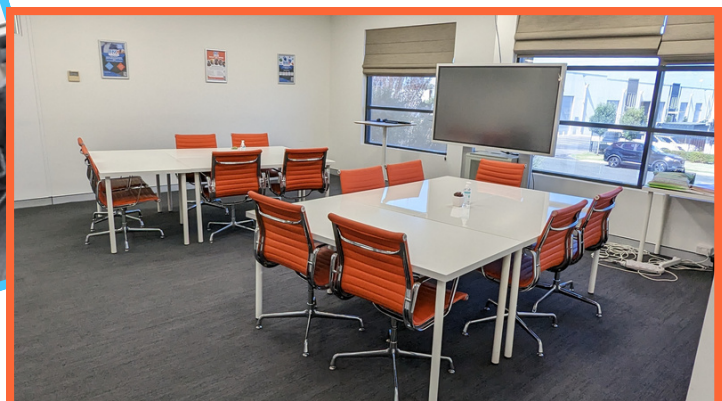
At the Pivot Institute we understand the complex needs of industry and the workforce, so we have grouped our units into blocks to fit around your other work commitments. This method of delivery ensures you will have a smooth pathway through the qualification. You will be enrolled in between 3 – 5 units of competency at a time and must submit your assessments within 3 months. This approach keeps your learning and work focused and on track as you move through your course.

★ 18 months to complete all 12 units

★ Enrol in a block of units at a time

★ Submit all assessments within 3 months of enrolling in the unit

Our facilities are state of the art, we look forward to seeing you on site.

COURSE BREAKDOWN & DATES

INTRO TO THE VET SECTOR (5 DAYS F2F/V Workshop)

- TAEPDD401 Work effectively in the VET sector
- BSBAUD412 Work within compliance frameworks
- TAEDES411 Use nationally recognised training products to meet vocational training needs
- BSBWRT411 Write complex documents

17th to 21st June
9th to 13th September
2nd to 6th December

TRAIN THE TRAINER (5 DAYS F2F/V WORKSHOP)

- TAEDES412 Design and develop plans for vocational trainig
- TAEDEL412 Facilitate workplace-based learning
- TAEDEL311 Provide work skill instruction
- TAEDEL411 Facilitate vocational training
- TAEDEL413 Facilitate distance-based learning

15th to 19th April
22nd to 26th July
14th to 18th October

VET ASSESSOR (5 DAYS F2F/V WORKSHOP)

- TAEASS412 Assess competence
- TAEASS413 Participate in assessment validation
- BSBCMM411 Make presentations

6th to 10th May
26th to 30th August
11th to 15th November

LANGUAGE, LITERACY & NUMERACY REQUIREMENTS

The **TAE40122 Certificate IV in Training and Assessment** requires a high level of written, comprehension and oral communication skills.

All nationally recognised qualifications have an individual level of language, literacy, and numeracy (LLN) 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. A link will be sent to an online assessment to Pivot Online Learning System (POLS) that you are required to complete before your enrolment is accepted.

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 organisations:

THE READING WRITING HOTLINE
www.readingwritinghotline.edu.au
info@literacyline.edu.au
1300 655 506

AUSTRALIAN COUNCIL FOR ADULT LITERACY
www.acal.edu.au
info@acal.edu.au
(03) 9546 6892

WESTERN AUSTRALIAN ADULT LITERACY COUNCIL
www.waalc.org.au
info@waalc.org.au

READ WRITE NOW!
www.read-write-now.org
readwritenow@nmtafe.wa.edu.au
1800 018 802
(08) 9427 1393

TAE40122 CERTIFICATE IV IN TRAINING AND ASSESSMENT

BEFORE YOU BEGIN

A Certificate IV in Training and Assessment is one of the more challenging qualifications to study and requires a large time commitment in order to successfully complete the course.

TAE students are usually experts in their field - meaning you are unconsciously competent at what you do. When you join us to complete the learning required as part of the TAE, generally our participants have some experience in industry but less experience and exposure in the Vocational Education and Training context. This requires you to go back to basics and build knowledge from the ground up, learning new knowledge and skills for each unit of competency. Sometimes you have existing knowledge that we can build on, other units it's completely new content. This can be confronting and is definitely time consuming at times. We have scheduled our workshops so that you can have as much time face-to-face with a trainer as possible, as this makes it much easier to move through the content quickly. However, you can also choose to complete any combination of units as a self-paced students, offering you complete flexibility.

Before you start it is important to ask yourself the following questions to determine if this is the right course for you.

- Do you have any previous training and assessment qualifications?
  If yes, include these with your enrolment form.
- Have you considered recognition of prior learning?
  If so, then please ensure you are familiar with what it entails and the required process. Please contact the administration team to discuss this further.
- 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 and study environment that is required for the completion of the course?
- Your success will be enhanced if you can access a study area with two screens, a camera and a headset with a microphone. If you have a laptop the inbuilt camera and microphone will work - you will just need a quiet space to join us online.
- Do you have the required technological skills in order to undertake the program?
  As a Trainer and Assessor you will be required to fill out paperwork, write training plans and read assessments on a daily basis. Can you navigate your way around the internet, download documents, upload files, etc There's a small checklist on the following pages to gather further information from you on this front.

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ENTRY REQUIREMENTS

Name:

Date:

Before you enrol into the TAE40122 Certificate IV in Training and Assessment, we would like to ensure that you will be able to gather the required evidence in the workplace, please tick the box if you can access the following:

- ☐ ▪ The same 4 people to participate in multiple training sessions?
- ☐ ▪ 2 people you can coach over time to develop workplace skills?
- ☐ ▪ 3 people you can assess for a variety of workplace skills and knowledge?
- ☐ ▪ A mentor or experienced person to support your learning journey?
- ☐ ▪ A computer (preferably a laptop), internet access, camera, headset and a printer?
- ☐ ▪ Video equipment to record practical assessments (a smartphone will work in a pinch)?

To enrol into the TAE40122 Certificate IV in Training and Assessment, you must be able to demonstrate vocational competency in your 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.

Please provide a brief overview for the following questions.

1. What is your current or proposed area/focus for conducting training and assessment.

2. Provide details of your industry related knowledge and experience related to your proposed area/focus for conducting training and assessment

3. Provide details of relevant vocational units of competency and/or qualification/s you hold and attach the formal record of achievement/document to your enrolment form/email.

COMPLETE AND SEND IN WITH YOUR ENROLMENT FORM

LLN & DIGITAL LITERACY REQUIREMENTS

PLEASE BRIEFLY ANSWER THE FOLLOWING QUESTIONS:

1. What strategies will you implement to ensure that you can complete both the study/learning requirements and meet the assessment submission timeframes?

2. Do you have any concerns that might prevent you from progressing through this course?

3. Why do you wish to study this program?

Digital literacy is a core requirement of this course,

PLEASE COMPLETE THE DIGITAL LITERACY CHECKLIST

I can..	Yes	Sometimes	No
Open, name, rename and save documents to a USB/folder.	☐	☐	☐
Set up an organised document/folder system.	☐	☐	☐
Use MS Office to create documents and use features to format and reformat documents.	☐	☐	☐
Consistently implement version control processes.	☐	☐	☐
Use the internet to conduct research and apply referencing protocols.	☐	☐	☐
Complete and work with templates and tables in Word, referring to more than one document/source to synthesize and populate information.	☐	☐	☐
Type with reasonable accuracy, speed and skill.	☐	☐	☐

Please send these completed pages with enrolment form and any supporting evidence to: admin@pivot.edu.au

COMPLETE AND SEND IN WITH YOUR ENROLMENT FORM

JOBS & SKILLS WA

The **TAE40122 Certificate IV in Training and Assessment** is one of the courses on the Priority Industries Training Program list for 2024. This means that DTWD offers a limited number of funded places to RTOs to deliver this Qualification. There is a Resource Fee to be paid.
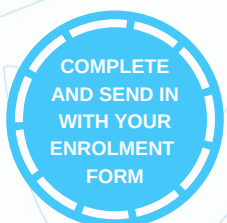
The Pivot Institute and Mine Training Australia are allocated a limited number of places for the TAE40122. If you wish to access one of these places you will need to apply for it and complete the below questions. Please note that this application is a competitive process, and our selection will be based on those applications that best fit successful completion within the timeframe of enrolment for each unit and the whole Qualification.   Enrolment in the qualification will be staggard month by month.

If you wish to start your course ASAP, please contact the office regarding a payment plan for a non-funded place.

Please tick the box if you wish to apply for a funded place and complete the questions below.

FREE TRAINING

Please outline the following.

1. How will you manage the increased time commitment to complete your training, learning and assessments within the enrolment period for each unit/cluster to meet the deadlines?

2. What will make you a successful applicant for a funded position?

COMPLETE AND SEND IN WITH YOUR ENROLMENT FORM

Please Note: WA funded places (DTWD PIT) are available only to Western Australian Residents who are Australian citizens or permanent visa holders or holders of select visa subclasses. Non-residents must pay full fee for service. See our website for further information.