



TAE40110 - Certificate IV in Training & Assessment

About the course

This qualification is essential for individuals considering a career in training and assessment in the vocational education and training (VET) sector, or in business and government.

The TAE40110 intensively develops the learner's ability to plan and formulate training programs, deliver effectively in the workplace, validate assessment tasks and assess the competencies of learners on or off the job. It is a mandatory qualification for anyone wishing to train or assess in workplaces.



"I could work at night, or first thing in the morning – whatever suited my day." Business Administration student and sheep station manager.

Completion of your Course

Upon successful completion of this course, you will receive a nationally recognised TAE40110 - Certificate IV in Training and Assessment from North Coast TAFE.



Types of Roles

Gain roles such as;

- » Trainer
- » Assessor
- » Training Advisor
- » Vocational teacher
- » Workforce planner
- » RTO support team member

Entry requirements

There are no formal pre-requisites, however, to meet the demands of this course it is recommended you have at least 3-5 years' experience in your industry and sound written and spoken English language skills.

English language requirements

If English is not your first language and you did not complete the last two years of secondary education in English, you are required to provide evidence of English language competency before enrolling into the course.

Examples of appropriate evidence are listed below:

Evidence	Example
IELTS	Overall score of 5.5
TOEFL	530 (paper), 197 (computer) or 71 (internet)
Evidence of 12 months in English-speaking employment	Testimonial or statutory declaration

Fees

How much is the course? \$2,100

This is a fee-for-service course and does not attract a government subsidy:

Call us on **1300 8233 669** for further information and advice.

Do you have a USI?

All students studying nationally recognised qualifications are required to register for a USI before enrolment with a registered training organisation anywhere in Australia.

[Find out more](#)

Computer requirements

You will need access to a computer and the internet to complete this course. Minimum specifications for your computer are:

- » Microsoft Office 2013 or equivalent
- » Microsoft Windows XP, or Mac OS X or above
- » CD-ROM drive
- » Up to date internet browser

You may also need access to a printer and the following applications:

- » Adobe Acrobat Reader
- » Adobe Flash Player.

Course timeframe and commitment

We suggest you aim to complete the TAE40110 - Certificate IV in Training and Assessment over 12 months. We recommend you study and work a minimum of 6-10 hours per week. As you are studying flexibly, this is a guide only and if you feel you are unable to complete within this timeframe, please discuss with your teacher.

Delivery mode

The TAE40110 - Certificate IV in Training and Assessment is offered through TAFEnow and delivery is online, which involves training and assessment using web-based materials where you are supported and guided in your learning by teachers with interaction by email, phone calls, forums and chat groups. You also have access to support services.



“Initially I was concerned about doing a course online, but the learning materials and assessments were very relevant to what I’m doing in my work. The teacher support was fantastic too.” Human Resource Management student and HR leader in the health services industry.

Individual learning plan

An Individual Learning Plan will be developed in consultation with you, your employer (if applicable) and TAFEnow. It will include the units/modules to be completed, the method of assessment and the learning and assessment timeframes.

Units and assessment methods

Listed below are the units you will be required to successfully complete to achieve this qualification. This also provides information on how each unit will be assessed.

Students are required to complete all core units as listed. For this qualification there are 7 core units.

In addition students are required to complete 5 elective units. May need additional information here if students have a choice of electives.

For more information on the units of competency below visit <http://training.gov.au>

Core units

Unit code	Unit title	Assessment Methods
TAEDES401A	Design and develop learning programs	Portfolio and report
TAEDES402A	Use training packages and accredited courses to meet client needs	Short answer questions, portfolio and simulation
TAEDEL401A	Plan, organise and deliver group-based learning	Written task and portfolio x 2 (including 1 video)
TAEDEL402A	Plan, organise and facilitate learning in the workplace	Practical demonstration x 2 and evidence
TAEASS401B	Plan assessment activities and processes	Portfolio x 2
TAEASS402B	Assess competence	Practical demonstration x 2, short answer questions
TAEASS403B	Participate in assessment validation	Practical demonstration

Elective Units*

Choose a total of two electives from this group. *Refer to the course website for any further additions.

Unit code	Unit title	Assessment Methods
TAELLN411	Address adult language, literacy and numeracy skills	Portfolio and report x 2
BSBCMM401A	Make a presentation	Presentation
TAEASS502B	Design and develop assessment tools	Evidence x 2
BSBITU302B	Create electronic presentations	Test, presentation x 3
BSBMGT401A	Show leadership in the workplace	Report, evidence and project
BSBSUS301A	Implement and monitor environmentally sustainable work practices	Project, written task and presentation
BSBWHS401A	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Short answer questions, essay and portfolio
CHCGROUP403D	Plan and conduct group activities	Evidence, role play and report
TAEDEL502A	Provide advanced facilitation practice	Practical demonstration x2, written task
TAEDES501A	Design and develop learning strategies	Evidence x 2
TAEDES502A	Design and develop learning resources	Evidence x 2, report

Assessment overview

- » This qualification is ungraded.
- » Every assessment event must be successfully completed in order to demonstrate competence in each unit.
- » If you do not successfully complete an assessment event you will be given the opportunity to undertake another assessment at another time. Only two (2) attempts may be made on each individual assessment event within your current enrolment. If you experience difficulties please negotiate with your teacher.
- » You will receive feedback on each assessment within 5 working days.
- » If you want to view your unit results at any time, your teacher can provide you with instructions on how to access your student record via student e-Services.
- » All TAFE students are eligible to apply for Recognition of Prior Learning (RPL).
- » If you have a permanent or temporary condition that may prevent you successfully completing the assessment task(s) you should immediately talk with your teacher about 'reasonable adjustment'. This is the adjustment of the way you are assessed to take into account your condition however the assessment criteria cannot be altered.
- » If you do not agree with the result given for your assessment task, you may appeal the assessment decision. You should first discuss the assessment result with your teacher.
- » For more information on assessment, refer to 'Every Student's Guide to Assessment in TAFE NSW'.

Plagiarism

Whatever the form of assessment, it is essential that the work you are assessed on is your own. All students should be aware that penalties will be imposed for students found cheating in an assessment. Cheating can take different forms. For example, it may be copying or using the work, writing, drawings or photographs created by other people and passing them off as your own. You must make it clear if you are quoting or using other people's work.

Where you are working in a team with other students on a joint assessment task, your teacher will explain how your own contribution will be assessed.

Recognition of prior learning

All students in TAFE NSW are entitled to apply for recognition in the course or qualification in which they are currently enrolled. It is recommended that the application for recognition be made as soon as possible after enrolment.

The aim of granting recognition is to reduce the amount of learning required to achieve a qualification or accredited course by acknowledging an individual's skills and knowledge acquired through formal and informal learning.

Students enrolled in a government subsidised qualification or accredited course can apply for recognition in that qualification at no additional charge and, under NSW Smart and Skilled may be eligible for a reduced student fee based on recognition granted.

For more information [click here](#) or discuss with your Course Coordinator.

Getting the most out of your course

Online learning is best suited to people who are self-starters and really want to learn to improve their career prospects. Just because you don't have to leave your home or workplace, the online learning isn't necessarily easier than classroom learning, it's just different.

To help overcome these barriers, we would strongly encourage you to:

- » **Seek support** from course facilitators, friends, family or workmates in supporting you in your study goals.
- » **Set aside regular times** for online learning and study each week. Try not to deviate from these set times.
- » **Set clear goals** on what you want to achieve, by when, to ensure you achieve your course outcomes.
- » **Engage in the Course Forum.** The Course Forum in your course enables you to engage with your facilitator and fellow students. It is an important opportunity to share your learning experiences and reflect on the course materials. By actively participating in the Course Forum, you will become part of the virtual community. This acts as an important support network as you progress in your studies.
- » **FAQs.** Frequently asked questions are available within each course and unit area.

Student support options

The TAE40110 - Certificate IV in Training and Assessment can be both academically and personally challenging. Learner support is available to assist you with academic writing and referencing, time management, study plans, general study tips and goal setting.

Counselling and Support services

At TAFEnow you are more than just a number to us. We provide a [Counselling and Career Services website](#) developed by professional counselling and careers staff with comprehensive information and resources to help you with your study, career development or personal issues. Access to online services like [The Desk](#) means there is a wealth of personal, health and study information at your fingertips.

Your Tutor

Stuck? Get unstuck with yourtutor.

When you have a writing, grammar, research, referencing or other study question, sign in at yourtutor.com.au/nctafe – use your DEC username, the same user name as you use to sign into TAFEnow.

Real-life, on-demand experts will help you with your question. You can even get help with essential bridging knowledge for maths, science and business studies.

You can also share a file in real-time for feedback on your writing or to discuss tables, diagrams and charts.

Smart Study Guide

This resource is for students at North Coast TAFE. It is a referencing guide adapted from the Harvard referencing style. The Smart Study Guide aims to help you succeed in your course and achieve your goals. This guide includes useful tips to develop your skills in time management, researching, note taking and referencing. [Download your free guide](#)

Library Services

TAFEnow's full library services are just a click away, whether you are studying near a campus or far away.

You have access to all Libraries in the TAFENSW network with full borrowing privileges.

Other courses that may interest you

- » [BSB41513 - Certificate IV in Project Management Practice](#)
- » [BSB30412 - Certificate III in Business Administration](#)

Before you enrol

From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier, or USI.

How to get a USI

It is free and easy for you to create your own USI online at usi.gov.au. Your local Customer Service office can also provide further information and assistance. If you already have your USI you can enrol with TAFEnow.

For more information on the USI [click here](#).

How to enrol

Enrolling with TAFEnow is easy!



Enrol online today by visiting our website at www.tafenow.com.au and select your enrolment method from the options available.



Enrol by phone. Just call one of our TAFEnow Customer Service Staff on **1300 8233 669**



Email tafenow@tafensw.edu.au and our friendly customer help team will contact you to finalise your enrolment.