



# Sandybeach Centre

2 Sims Street, Sandringham VIC 3191  
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## *TAA40104 Certificate IV in Training and Assessment*

### **Course Objective**

This course will cover the 14 units of competency listed below. While completing these units, students will gain an understanding of how learning occurs and how to adapt to a range of learning situations; how the VET sector works and using training packages to meet client needs. Differing methods of assessment, and the validity and equity of assessment also form a substantial part of this course.

Successful participants will be equipped with the skills required to train and assess in their specific field of expertise. Not only will this course ensure that you are up-to-date, but it also offers you the opportunity to meet other prospective workplace trainers and exchange ideas and share information.

### **Course Content**

Units of Competency covered are:

- TAAENV401B Work effectively in vocational education & training
- TAAENV402B Foster and promote an inclusive learning culture
- TAAENV403B Ensure a healthy and safe learning environment
- TAADES401B Use training packages to meet client needs
- TAADES402B Design and develop learning programs
- TAADEL401B Plan and organise group-based delivery
- TAADEL402B Facilitate group-based learning
- TAADEL403B Facilitate individual learning
- TAADEL404B Facilitate work-based learning
- TAAASS401C Plan and organise assessment
- TAAASS402C Assess competence
- TAAASS403B Develop assessment tools
- TAAASS404B Participate in assessment validation
- TAALLN401B Address language, literacy and numeracy issues within learning and assessment practice

### **Selection Criteria**

No formal selection criteria. Clients choose to enrol in this course when they are satisfied that the learning outcomes they gain will meet their professional and personal needs.

### **Access and Equity**

The principles of Access and Equity will be applied in the selection of students and in the delivery of the training and assessment service.

### **Pre-requisites**

Students will need to have computer skills, including the ability to use a word processing program for reports and the ability to access and download material from the Internet.

### **Recognition of Prior Learning (RPL)**

Sandybeach Centre recognises AQF qualifications and Statements of Attainment issued by other registered training organisations. You may be eligible for Recognition of Prior Learning or Current Competence if you can demonstrate the required skills and competencies based on any formal or informal education you have completed.

### **Language, Literacy & Numeracy Support**

training includes language, literacy & numeracy tasks. Support may be available to meet course requirements and participants requiring support are encouraged to enrol in our language and literacy classes.

### **How to Enrol**

Enrolments are made direct to Sandybeach Centre.

### **Course Commencement and Delivery**

Refer to the Sandybeach Centre website and Course & Event Guide for dates and times.

Participants will be expected to attend at least **90 hours of classroom delivery** plus additional hours to complete assessments and demonstrate competency. They will also be required to submit written projects, reports and complete research.

**This work must be completed outside of classroom hours and is estimated to take an additional 175 hours.**

### **Assessment**

Assessment is consistent with the Australian Quality Training Framework, which covers direct delivery. Assessments will be planned, conducted and validated by appropriately qualified staff. You will have every opportunity to complete assessments for a module and/or competency. Students must allow time outside of class to complete assignments (see Course Delivery)

### **Fees and Charges**

Sandybeach Centre offers a range of courses, some subsidised by the State Government, some offered on a fee for service basis which include GST. All Sandybeach courses are costed economically so they remain accessible to our community. Refer to the Sandybeach Centre website and Course & Event Guide for course fee.

### **Refund Policy**

Please refer to the Sandybeach Centre website and Course & Event Guide for details.

### **Employability Skills**

Employability Skills are embedded in the training and assessment of national training package qualifications. Information on the Employability Skills relevant to this qualification can be obtained by visiting the following website and keying in the national code for the qualification: <http://employabilityskills.training.com.au>.

### **Further Study Links**

Participants who complete Certificate IV in Training and Assessment may choose to continue study in specialist streams or may use this qualification to work as trainers within the VET sector or within private enterprise.

### **Contact:**

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