

## COURSE OUTLINE



### Australian Based Learning Experiences (ABLE) and Genesis Forbes Human Capital Management (GFHCM)

*is proud to bring you*



### Certificate IV in Training and Assessment TAA40104

21<sup>ST</sup> JUNE 2010 – 3<sup>RD</sup> JULY 2010

**COURSE DURATION – 12 DAYS INSTRUCTED TRAINING/ASSESSMENT PLUS RELEVANT 'WORK-EXPERIENCE'**

**S\$1,800 (BEFORE GST)**

#### ABOUT THE COURSE

This course provides choice and flexibility to suit a varied audience ranging from the novice trainer or assessor to the experienced practitioner using the training package for professional development. TAA40104 Certificate IV in Training and Assessment (Cert IV TAA) is designed to meet the current and future development needs of new and existing personnel working in a broad range of work functions and activities within vocational education and training.

#### COURSE CONTENT

The Cert IV in TAA is comprised of 14 units of competency consisting of 12 Core units and 2 Electives. The following units are covered in the ABLE Cert IV in TAA course:

- **Design Cluster**
  - o TAADES401B: Use Training Packages to Meet Client Needs
  - o TAADES402B: Design and Develop Learning Programs
  
- **Environment Cluster**
  - o TAAENV401B: Work Effectively in Vocational Education and Training
  - o TAAENV403B: Ensure a Healthy and Safe Learning Environment
  - o TAAENV402B: Foster and Promote an Inclusive Learning Culture
  
- **Delivery Cluster**
  - o TAADEL301C: Instruction and Demonstration of Work Skills (**Elective**)
  - o TAADEL401B: Plan and Organise Group Based Delivery
  - o TAADEL402B: Facilitate group-based learning (**Elective**)
  - o TAADEL403B: Facilitate Individual Learning
  - o TAADEL404B: Facilitate Work Based Learning
  
- **Assessment Cluster**
  - o TAAASS401C: Plan and Organise Assessment
  - o TAAASS403B: Develop Assessment Tools
  - o TAAASS402C: Assess Competence
  - o TAAASS404B: Participate in Assessment Validation

#### COURSE DETAILS

The Cert IV TAA is conducted over 12 days' face-to-face delivery plus work experience.

PART 1 - A five-day introduction and content overview, coupled with assignment worksheets.

PART 2 - Clients are required to implement their learning through 'work-experience' placements and

PART 3 - A further five-day review and assessment period.

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### COURSE ENTRY REQUIREMENTS

- Sufficient technology, literacy and numeracy skills to complete the course.
- A resume demonstrating your employment and education history (for RPL).
- Access to a workplace to conduct assessments.
- Access to an internet connection and computer.
- Access to a small group to whom you can deliver training and conduct assessments.

### WHAT WILL I LEARN?

On completion of this course you will be able to demonstrate both skills and knowledge in the following competency fields:

Learning Environment Field – these field units address the different aspects of the relationship between work and the environment of vocational education and training.

Learning Design Field – these field units address competencies in both the design of learning materials and the design of the learning process.

Learning Delivery and Facilitation Field – these field units addresses the competence required to deliver training and to facilitate learning.

Learning Assessment Field – these field units address the process of assessment, the development of assessment tools, competency in validation processes and leadership and the coordination of assessment systems and services.

### WHEN FINISHED, WHAT WILL MY SKILLS BE?

At the successful completion of this course you will be able to Train and Assess others in the vocational area that you have previous experience in.

Further employment opportunities may include employment in a TAFE, Private RTO or work for an organisation as a training officer.

### WHAT SORT OF TRAINING WILL I DO?

Training is classroom based and predominately practical for Parts 1 and 3.

You will need to have access to an instruction and assessment-learning environment for 'work-experience' for Part 2.

### HOW WILL I BE ASSESSED?

Most of the assessment is cluster based where you are assessed across a number of units of competency at the same time. You will also complete practical assessment tasks by instructing others as well as assessing others (under supervision). You will complete assignments and Q and A tasks.

### SUPPORT

ABLE offers a range of support services to ensure learners are safe and environments are conducive to learning. Where specific learning resources are required, we will endeavour to provide access to all, to ensure learners are not disadvantaged in their learning. Assistance includes support for language literacy and numeracy needs and cultural diversity within safety standards.

### DELIVERY MODES

The program and resources are structured for maximum flexibility and will be tutor-led delivery in a workshop. You may also need to engage in self-directed learning.

Recognition of Prior Learning is also available to those who consider they have previous skills and knowledge.

### QUALIFICATION ISSUED

You will need to be competent in all 14 units of competency to complete the course.

You will be issued with a Certificate IV in Training and Assessment (Cert IV in TAA40104) upon successful completion of the course.

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### ABOUT THE TRAINERS



**Dr Leonard J Smith**  
**EdD, MEd, Grad Dip Th, BEd, Dip Teach AAIM**

#### QUALIFICATIONS

Graduate Diploma of Theology (Grad Dip Th) Melbourne College of Divinity  
Educational Doctorate, (EdD) University of New South Wales  
Master of Education, (MEd) University of Wollongong  
Bachelor of Education, (BEd) University of South Australia  
Diploma of Teaching, (Dip Teach) Catholic College of Education Sydney  
Certificate IV in Workplace Training and Assessment ABLE  
Certificate of Engineering, Sydney Technical College

#### DR LEN SMITH

Len Smith has been involved with teaching and training for over twenty-five years, prior to this he worked as a civil engineer in local government.

Len has owned and operated a private Registered Training Organisation, Australian Based Learning Experience since 1994. The organisation offers a variety of training programs across a number of different industries. Len has been involved with all facets of the organisation; he continues to train the clients groups that use the RTO.

Len gained his doctoral from the University of NSW, his thesis titled 'A cognitive investigation into corporate training' program. His Master's degree was from Wollongong University specialising in policy and strategic planning.

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**Michael J Searl**  
**BEd, Dip Teach, Dip MGT, Cert IV TAA, Cert IV FLM**

### QUALIFICATIONS

Bachelor of Education, (BEd) University of South Australia  
Diploma of Teaching, (Dip Teach) Sydney College of PE  
Advanced Certificate of Outdoor Recreation, Glengarry  
Certificate IV Workplace Training & Assessment, ABLE  
Certificate IV Trainer - the – Trainer Email Pty Ltd  
Diploma Outdoor Recreation, ABLE  
Certificate IV Workplace Training & Assessment  
Diploma in Management, Line Management Institute  
Certificate IV Front Line Management, Line Management Institute

Michael has been a teacher for over twenty-five years, teaching a variety of subjects in New Zealand, and NSW, Australia as well lecturing at University.

In the mid 1990 he, in partnership established Australian Based Learning Experiences (ABLE). The focus of this Registered Training Organisation was the training of hard outdoor skills as well as the soft skills of teamwork, communication and leadership.

More recently his training base has expanded to include the design and delivery of Training and Assessment (TAA) courses, Certificate IV Front Line Management (FLM) and Diploma in Business courses for Universities and private Registered Training Organisations (RTO's).

Michael has also maintained his interest in the outdoors, working as a guide and trainer in the Northern Territory as well as guiding trekking, climbing and skiing to South America and Antarctica.

### ABOUT AUSTRALIAN BASED LEARNING EXPERIENCES

Australian Based Learning Experiences (ABLE) is a Registered Training Organisation (RTO), National Code 70020, that provides quality training and assessment programs in a number of vocational industries. ABLE has been delivering training and assessment programs since 1994. Individuals and groups from a variety of industries have benefited from ABLE courses including:

- Universities
- Public and Private educational institutions
- The Australian Defence Forces
- Small and large companies from the business sector.

Working in Partnership through a number of independent providers, ABLE is poised to offer a large range of services throughout Australia that offers a quality service that meets the demands of growing industries that require qualified staff for employment situations.