TAE40110 Certificate IV in Training and Assessment

Revision Number: 2
# TAE40110 Certificate IV in Training and Assessment

## Modification History

<table>
<thead>
<tr>
<th>Version</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAE40110 Release 2</td>
<td>Released with <em>TAE10 Training and Education Training Package version 2.0</em></td>
</tr>
<tr>
<td></td>
<td>New release created to update unit identifiers and correct typographical errors.</td>
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<tr>
<td>TAE40110 Release 1</td>
<td>First released with <em>TAE10 Training and Education Training Package version 1.0</em></td>
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Description

Descriptor
This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector. Achievement of this qualification or an equivalent by trainers and assessors is a requirement of the Australian Quality Training Framework Essential Standards for Registration (Standard 1 as outlined in Appendix 2 of the Users' Guide to the Essential Standards for Registration). This qualification, or the skill sets derived from units of competency within it, is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET program.

Job roles
Job roles associated with this qualification relate to the delivery of training and assessment of competence within the VET sector. Possible job titles and roles relevant to this qualification include:

- enterprise trainer
- enterprise assessor
- registered training organisation (RTO) trainer
- RTO assessor
- training adviser or training needs analyst
- vocational education teacher.

Pathways Information

Qualification pathways
Prerequisite requirements
There are no prerequisite requirements for individual units of competency.

Pathways from the qualification
After achieving TAE40110 Certificate IV in Training and Assessment, candidates may undertake TAA50104 Diploma of Training and Assessment or may choose to undertake TAE70110 Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice.

Licensing/Regulatory Information

Licensing, legislative, regulatory or certification considerations
There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

Not applicable.
## Employability Skills Summary

<table>
<thead>
<tr>
<th>Employability skill</th>
<th>Industry/enterprise requirements for this qualification include:</th>
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<tbody>
<tr>
<td><strong>Communication</strong></td>
<td>• interpreting client needs and writing to these&lt;br&gt;• using a range of communication skills, such as listening, questioning, reading, interpreting and writing documents&lt;br&gt;• writing hazard and incident reports&lt;br&gt;• using effective facilitation and interpersonal skills, including verbal and non-verbal language that is sensitive to the needs and differences of others&lt;br&gt;• mentoring, coaching and tutoring techniques</td>
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<tr>
<td><strong>Teamwork</strong></td>
<td>• working with colleagues to compare, review, and evaluate assessment processes and outcomes&lt;br&gt;• actively participating in assessment validation sessions&lt;br&gt;• managing work relationships and seeking feedback from colleagues and clients on professional performance&lt;br&gt;• developing and evaluating with others learning programs customised for individual or group needs</td>
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<tr>
<td><strong>Problem-solving</strong></td>
<td>• identifying hazards and assessing risks in the learning environment&lt;br&gt;• using time-management skills in designing learning programs&lt;br&gt;• calculating costs of programs and logistics of delivery, and accessing appropriate resources&lt;br&gt;• generating a range of options to meet client needs</td>
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<tr>
<td><strong>Initiative and enterprise</strong></td>
<td>• interpreting the learning environment and selecting delivery approaches which motivate and engage learners&lt;br&gt;• monitoring and improving work practices to enhance inclusivity and learning&lt;br&gt;• being creative to meet clients' training needs&lt;br&gt;• applying design skills to develop innovative and flexible cost-effective programs</td>
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<tr>
<td><strong>Planning and organising</strong></td>
<td>• researching, reading, analysing and interpreting workplace specifications&lt;br&gt;• planning, prioritising and organising workflow&lt;br&gt;• interpreting collected evidence and making judgements of competency</td>
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</table>
EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

<table>
<thead>
<tr>
<th>Self-management</th>
<th>Learning</th>
<th>Technology</th>
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<tbody>
<tr>
<td>• working within policy and organisational frameworks</td>
<td>• undertaking self-evaluation and reflection practices</td>
<td>• using technology to enhance outcomes, including online delivery and research using the internet</td>
</tr>
<tr>
<td>• managing work and work relationships</td>
<td>• researching information and accessing policies and frameworks to maintain currency of skills and knowledge</td>
<td>• using student information management systems to record assessments</td>
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<tr>
<td>• adhering to ethical and legal responsibilities</td>
<td>• promoting a culture of learning in the workplace</td>
<td>• identifying and organising technology and equipment needs prior to training</td>
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<tr>
<td>• taking personal responsibility in the planning, delivery and review of training</td>
<td>• seeking feedback from colleagues</td>
<td>• using a range of software, including presentation packages</td>
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<tr>
<td>• being a role model for inclusiveness and demonstrating professionalism</td>
<td>• facilitating individual, group-based and work-based learning</td>
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<tr>
<td>• examining personal perceptions and attitudes</td>
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Packaging Rules

Total number of units = 10

7 core units plus

3 elective units

At least 2 elective units must be selected from the elective units listed below. One
Packaging Rules

elective unit may be selected from any currently endorsed Training Package or accredited course. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Where a unit is chosen from another currently endorsed Training Package or accredited course, it must be from a qualification or course at Certificate III level or above, and must contribute towards the vocational outcome of the program.

Core units

TAEASS401B Plan assessment activities and processes
TAEASS402B Assess competence
TAEASS403B Participate in assessment validation
TADEDEL401A Plan, organise and deliver group-based learning
TADEDEL402A Plan, organise and facilitate learning in the workplace
TADEDES401A Design and develop learning programs
TADEDES402A Use training packages and accredited courses to meet client needs

Elective units

Assessment
TAEASS301B Contribute to assessment
TAEASS502B Design and develop assessment tools

Delivery and facilitation
TADEDEL301A Provide work skill instruction
TADEDEL403A Coordinate and facilitate distance-based learning
TADEDEL404A Mentor in the workplace
TADEDEL501A Facilitate e-learning

Language, literacy and numeracy
TAELLN401A Address adult language, literacy and numeracy skills

Training advisory services
TAETAS401A Maintain training and assessment information
Packaging Rules

Imported units
BSBAUD402B Participate in a quality audit
BSBCMM401A Make a presentation
BSBLED401A Develop teams and individuals
BSBMKG413A Promote products and services
BSBREL402A Build client relationships and business networks
BSBRES401A Analyse and present research information