





Certificate IV in Training and Assessment TAA40104

The TAA40104 course replaced the former Certificate IV in Assessment and Workplace Training BSZ40198 course in November 2005. It is the new qualification for anyone wishing to commence or progress a career in Training and Assessment at work, in a College, Training Company, Registered Training Organisation (RTO) or as a Training & Assessment contractor.

This course takes you through a clear process of steps and practical exercises to understand and implement competency based training and assessment – the benchmark system today.

The Certificate IV in Training and Assessment course is a significant qualification. It involves dedication, time and guidance. In the MBG Education program students will feel secure, confident and supported throughout their learning experience.

The Certificate has 14 units. There are 12 core units and 2 elective units. Units belong to one of the 4 fields:

-  Learning Environment
-  Learning Design
-  Delivery & Facilitation
-  Assessment

Learning Environment *(Total Nominal Hours: 30)*

- ✔ TAAENV401B Work effectively in Vocational Education and Training This unit specifies the competency required to work effectively in the policy and operating environment of the vocational education and training sector.
- ✔ TAAENV402B Foster and promote an inclusive learning culture This unit specifies the competency required to foster and promote an environment which supports inclusive work practices and learning culture.
- ✔ TAAENV403B Ensure a healthy and safe learning environment This unit specifies the competency required to ensure the health, safety and welfare of learners and candidates.

Learning Design *(Total Nominal Hours: 60)*

- ✔ TAADES402B Design and develop learning programs This unit specifies the competency required to conceptualise, design, develop and evaluate learning programs to meet an identified need for a group of learners, using appropriate criteria.
- ✔ TAADES401B Use Training Packages to meet client needs This unit specifies the competency required to use Training Packages and accredited courses as a tool to support industry, organisation or individual competency development needs.

Delivery & Facilitation *(Total Nominal Hours: 50)*

- ✔ TAADEL404B Facilitate workbased learning This unit specifies the outcomes required to use work effectively as a learning environment.
- ✔ TAADEL403B Facilitate individual learning This unit specifies the competency required to facilitate individual learning through a one-on-one relationship between the participant and the mentor.
- ✔ TAADEL401B Plan and organize group-based delivery This unit specifies the competency required to plan and organise training for individuals within a group.

Assessment *(Total Nominal Hours: 75)*

- ✔ TAAASS401C Plan and organize assessment This unit specifies the competence required to plan and organise the assessment process in a competency-based assessment system.
- ✔ TAAASS402C Assess competence This unit specifies the competence required to assess the competence of a trainee or worker in the workplace.
- ✔ TAAASS403B Develop assessment tools This unit specifies the competence required to develop assessment tools.
- ✔ TAAASS404B Participate in assessment validation This unit specifies the competence required to participate in an assessment validation process.

In addition to the above units, MBG also includes the following unit to provide our learners with a complete learning and development program

- ✔ BSBCM409A Promote products and services *(Total Nominal Hours: 20)* This unit covers the skills and knowledge required to Plan promotional activities, Coordinate promotional activities, and Review and report on promotional activities.

Total number of nominal hours for the complete certificate is 235

Flexible Delivery Formats

While the course can be completed in classroom/workshop mode, (with completion of exercises and tasks out of class hours), MBG Education also offers flexible delivery formats for their learners to addressing the needs of individuals and planting the seeds for a training future. These formats include:

- ✔ Classroom based program
- ✔ Distance / e-learning program
- ✔ Bridging / Assessment programs
- ✔ Recognition of Prior Learning / Recognition of Current Competencies

This is flexible/blended learning with integrated classroom learning supported by learning activities, assessment tasks and work-based practice between the workshop blocks.

Class based programs are run regularly at Port Melbourne and other Melbourne city locations, across Victoria as well as in interstate.

If you can't get to regular classes because you're in a remote location or have heavy work or other commitments? This option is designed for you! It is a fully supported program in which one of our Tutors will guide you step by step through the process of achieving competence in the TA440104 qualification. It runs over a nominal 6 months, which can be accelerated depending on your own commitments. As with the classroom based program, it involves preparation and presentation of lessons and design and implementation of a formal assessment in a workplace. If you live within reach of one of our regular class locations you can present your lessons there, with one of our regular groups. Otherwise you can present them in a workplace.

RPL & RCC Available

We offer RPL (Recognition of Prior Learning) and RCC (Recognition of Current Competencies Learning) to all applicants. It is structured to be time and cost effective. We start with a mapping procedure to assess suitability.

A qualified Trainer / Assessor will be available to design an individual evidence gathering process, guide you through the RPL process and to assist you with any questions. Competence in additional Units may be demonstrated by evidence gathering and / or undertaking formal work in class based or distance training. Call or email for further information.

Bridging / Assessment Programs

Holders of the BSZ40198 Certificate IV in Assessment and Workplace Training with clear and current training experience may be eligible to attend the Bridging / Assessment Program. Accepted applicants may gain the new qualification through individual assessment, classroom attendance, an evidence portfolio and other evidence gathering processes as individually necessary.

Field	Code	Unit of competency	BSZ98 Cert IV Equivalence
Core Units			
Learning Environment	TAAENV401B	Work effectively in vocational education and training	None
	TAAENV402B	Foster and promote an inclusive learning culture	None
	TAAENV403B	Ensure a healthy and safe learning environment	None
Learning Design	TAADES401B	Use Training Packages to meet client needs	None
	TAADES402B	Design and develop learning programs	BSZ405 Plan and promote training
Delivery & Facilitation	TAADEL401B	Plan and organise group based delivery	BSZ406A Plan a series of training sessions
	TAADEL403B	Facilitate individual learning	Partial equiv. with BSZ404 Train small groups
	TAADEL404B	Facilitate work based learning	Partial equiv. with BSZ404 Train small groups & BSZ407A Deliver training sessions
Assessment	TAAASS401C	Plan and organise assessment	BSZ401A Plan assessment
	TAAASS402C	Assess competence	BSZ402A Conduct assessment
	TAAASS403C	Develop assessment tools	Partial equiv. with BSZ401A Plan assessment
	TAAASS404C	Participate in assessment validation	Partial equiv. with BSZ403A Review assessment
Elective Units			
Delivery & Facilitation	TAADEL301B	Provide training through instruction and demonstration of work skills	BSZ404 Train small groups
	TAADEL402B	Facilitate group based learning	BSZ407A Deliver training sessions

Pre-requisites

This qualification requires good language, literacy and computing skills and access to a computer. Projects are undertaken as part of completing the qualification, and a workplace or practice environment is needed.

The TAA40104 is suitable for people who are new to training as well as those with extensive experience. Students must be over 18 years of age.

Resources

The student fee includes all Training Manuals, Toolbox, CD with Templates, plus e-mail mentoring and support from your Trainer while you undertake your self-paced assessment tasks.