

Certificate IV in Training and Assessment TAA40104

Our Aims

- To provide you with the required knowledge and skills to qualify you to formally train and assess at a National Level within your field of expertise.
- To provide a friendly, relaxed and comfortable learning environment.
- To support (if necessary), any special needs you may have with your learning, to the best of our ability, and to ensure your training is enjoyable and meets your specific learning needs.

Duration of Training

13 Day Course (in blocks ranging from 2-4 days)
We can customise this to suit your needs.



The training includes

- Workbook activities
- Group interaction, brainstorming and discussion
- Role plays
- Practice time
- Group activities

Course Content

TAA40104 Training and Assessment consists of fourteen (14) units of competency. The level breakdown and explanations can be found for each level on their relevant information sheet.

What will this entitle me to do if I am successful in TAA40104 Certificate IV in Training and Assessment?

If competent (meaning you have been assessed as having the required knowledge and skills) you will be qualified to

- To work in the Vocational Education and Training System in accordance with your specific responsibilities as a Workplace Trainer and Assessor.
- Ensure a safe and healthy learning environment.
- Create a meaningful learning environment which caters for and is responsive to individual and group needs.
- Design learning material and products that enable a learner to learn.
- Deliver and facilitate the knowledge and skills needed to manage, guide, facilitate and monitor the learning process and to provide a meaningful learning experience.
- Develop assessment tools from Nationally Recognised Training Packages.
- Plan, organise and assess competence by measuring the progress in learning and judging whether competence has been achieved.

Location

Capable Training provides flexible training. Training can be delivered at one of our training venues or if a group/company booking, we can deliver training on your premises.

Assessment

TAA40104 Certificate IV in Training and Assessment is a Nationally recognised Qualification, therefore there is a number of assessment tasks that you will be required to complete to meet the required criteria/standard. Your trainer and assessor will clearly explain the assessment process to you and support you where necessary to ensure you have a full understanding of the assessment process prior to commencing any assessment.

Some of the assessments used to assess your competence in the full qualification are

- Workbook activities
- Group scenarios
- Demonstration/Observations
- Practical exercises
- Written questionnaires

All assessments are discussed in great detail at the commencement and throughout your course.

Outcomes

Successful participants will receive:

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Pre-requisites

As a workplace trainer and assessor it is important that you are able to utilise a range of skills such as: listening, questioning, reading, problem solving and writing documents. You will need to have reasonable skills in these areas. Some aspects of the course require you to operate and perform basic technology (computer) skills to research and develop your training and assessment tools.

If you would like further information please contact Capability Resources via email admin@capres.com.au or our office on 02 65 722 332.