

**Certificate IV Training and Assessment TAA40104**  
**BSZ40198 Upgrade (RCC-Recognised Current Competence)**

**BSZ40198 Upgrade (RCC Equivalence) and face to face delivery of remaining units**

This avenue of BSZ40198 upgrade is intended for people who currently hold BSZ40198 and would like to seek recognition of current competencies.

To be eligible to upgrade from a BSZ40198 qualification through the RCC process, you need to be able to provide evidence that proves

- Your original BSZ40198 qualification and transcript/demonstrate current competence
- 5 days Training and assessment to provide you with the required skills and knowledge for the remaining units that are not equivalent to your BSZ40198

**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**

5 Day Course

**Training Includes**

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

**RCC Requirements**

If you are applying for recognition against an equivalent unit you need to demonstrate that you are currently competent in the unit. Below is a summary table indicating the equivalent units of competency from BSZ40198 matched over to TAA40104.

| Certificate IV in Training and assessment TAA40104 units |   | Equivalent BSZ40198 units |                                    |
|--|---|---------------------------|------------------------------------|
| C/E  | Unit number and title                             | BSZ40198 units            | BSZ40198 unit title                |
| <b>Learning Design</b>                                   |   |                           |                                    |
| C  | TAADES402B Design and develop learning programs   | Equiv to BSZ405A          | Plan and promote training program  |
| <b>Delivery and Facilitation</b>                         |   |                           |                                    |
| C  | TAADEL401B Plan and organize group based delivery | Equiv to BSZ406A          | Plan a series of training sessions |
| E  | TAADEL402B Facilitate group based learning        | Equiv to BSZ407A          | Deliver training sessions          |



Office: 230 John Street Singleton  
 Training Centre: Harriet Street Singleton  
 Postal: PO Box 551 Singleton  
 Ph: 02 6572 2332 Fax: 02 6572 2330  
 Web: [www.capres.com.au](http://www.capres.com.au)

|                          |  |  |  |
|--------------------------|--|--|--|
| E                        | TAADEL301C Provide training through instruction and demonstration of work skills         | Equiv to BSZ404A   | Train small groups   |
| E                        | TAADEL405B Coordinate and facilitate distance based learning                             | Equiv to BSZ407A   | Deliver training sessions  |
| C                        | TAADEL403B Facilitate individual learning  | There is partial equivalence between BSZ404A Train small groups and TAADEL403B but application would need to be demonstrated to an individual learning relationship applying the relevant techniques for individual facilitation that are specified in TAADEL403B. Individuals holding BSZ404A would need to show evidence of one-to-one approach to gain equivalence. |  |
| <b>Assessment</b>        |  |  |  |
| C                        | TAAASS401C Plan and organize assessment  | Equiv to BSZ401A   | Plan assessment  |
| C                        | TAAASS402C Assess competence   | Equiv to BSZ402A   | Conduct assessment   |
| C                        | TAAASS403B Develop assessment tools  | Equiv to BSZ506A and BSZ507A   | Diploma level units<br>Develop assessment procedures<br>Develop assessment tools |
| C                        | TAAASS404B Participate in assessment validation  | BSZ403A has partial equivalence with TAAASS404B.   |  |
| <b>Advisory Services</b> |  |  |  |
| E                        | TAATAS401B Maintain information requirements of training and/or assessment organizations | There is no single BSZ unit that addresses TAATAS401B. When held together BSZ402A, BSZ405A and BSZ408A would make up equivalence to TAATAS401B.  |  |

**Additional units of competency to be completed in training:**

- TAAENV401B Work effectively in vocational education and training.
- TAAENV402B Foster and promote an inclusive learning environment.
- TAAENV403B Ensure a healthy and safe learning environment.
- TAADES401B Use training packages to meet clients needs.
- TAADEL403B Facilitate individual learning.
- TAADEL404B Facilitate work-based learning.
- TAAASS404B Participate in assessment validation.

**What will this entitle me to do if I am successful in the BSZ40198 Upgrade?**

If competent (meaning you have been assessed as having the required knowledge and skills) you will be issued with the 'upgraded' Certificate IV in Workplace Training and Assessment which will qualify you to

- Work in the Vocational Education and Training System and work in accordance with your specific responsibilities as a Workplace Trainer and Assessor.



Office: 230 John Street Singleton  
 Training Centre: Harriet Street Singleton  
 Postal: PO Box 551 Singleton  
 Ph: 02 6572 2332 Fax: 02 6572 2330  
 Web: www.capres.com.au

- 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 Accredited 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 Workplace Training & Assessment is a Nationally Accredited 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 are

- Workbook activities
- Group scenarios
- Demonstration/Observation
- Practical exercises
- Written questionnaire

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

### Outcomes

Successful participants will receive a Statement of Attainment in:

- **Certificate IV in TAA40104 training and assessment**

### Pre-requisites

Currently hold your BSZ40198 qualification.

As outlined in the overall Certificate IV in training and assessment TAA40104 Information sheet.

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