

## Certificate IV Training and Assessment TAA40104 BSZ40198 Upgrade RPL (Recognised Prior Learning)

### BSZ40198 Upgrade (RPL Equivalence)

This avenue of BSZ40198 upgrade is intended for people who currently hold BSZ40198 and would like to upgrade equivalent units in TAA40104 and receive recognised prior learning for the remaining units.

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

- Your original BSZ40198 qualification and transcript.
- Three (3) pieces of evidence that demonstrates your current skill in a unit/s of competency (This can be discussed and a mutual agreement can be made with your assessor).
- A written questionnaire which measures your 'underpinning knowledge' in a unit of competency.
- A current CV which outlines your experience and which further demonstrates your competence.
- A work history report outlining your previous and current experience in Training & Assessment

### 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

### How does it all work?

- Initial contact with Capable Training
- One of our qualified trainers and assessors will meet with you to discuss the process (approx 1 hour)
- You can then make the decision as to whether to enroll in the BSZ40198 upgrade
- Once enrolled, in consultation with you, your assessor will assist you to determine what evidence you may have that will meet a certain standard or criteria based on a unit/or units of competency
- You collect all your evidence and place in a well presented folder and then contact your assessor to arrange a convenient time to meet and discuss your portfolio
- Your assessor will ask you questions about the evidence you have submitted as you work through the portfolio (approx 2/4 hours)
- Your assessor will then provide you with feedback on the evidence submitted.
- If any 'gaps' have been identified, your assessor will discuss this with you. Your assessor may recommend that you need to provide additional evidence or may suggest you attend training at a later date

### RCC Requirements

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

To determine whether you have current competence you will be required to provide:

- A work history report outlining your previous and current experience in Training & Assessment
- A current CV
- One piece of evidence which meets the criteria required for each Unit of competency or evidence that "holistically" provides current competency for more than one unit of competency (This can be discussed and mutually agreed upon by your assessor)

TAA40104 units			Equivalent BSZ40198 units	
Field	C/E	Unit number and title	BSZ40198 units	BSZ40198 unit title
Learning Design	C	TAADES402B Design and develop learning programs	Equiv to BSZ405A	Plan and promote training program
Delivery and Facilitation	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
	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.	
Assessment	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 Develop assessment procedures Develop assessment tools
	C	TAAASS404B Participate in assessment validation	BSZ403A has partial equivalence with TAAASS404 B.	
Advisory Services	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 where evidence needs to be provided  
(your assessor will discuss this with you at your first initial meeting)**

- 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.



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### 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 a Certificate IV in Workplace Training and Assessment which will qualify you to

- To work in the Vocational Education and Training System and work 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 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.

### 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.