

# Certificate IV in Training and Assessment

## (TAA40104)



Certificate IV in Training and Assessment specifies the competencies required to deliver training in an industry area or area of subject matter expertise, and to conduct competency-based assessment in a range of contexts.

The Certificate IV in Training and Assessment qualification is designed for training practitioners who have a broad role or major component of their role in the delivery of training and assessment services. This includes existing RTO and workplace training and assessment practitioners and new training practitioners moving into roles where training and assessment is the major component of their role.

### DESIGNED FOR:

This course is suitable for people wishing to work as trainers and assessors or for individuals seeking to extend, enhance and complement existing qualifications.

### DURATION:

6 day instructor-lead and 4 on-line units. Fourteen units are required to complete the qualification.

### COST:

\$2,350.00 (no GST)

### 2010 TRAINING DATES:

**Program 1:** 17, 18, 30 June, 1, 2 and 16 July

**Program 2:** 7, 8, 20, 21, 22 October and 5 November

### VENUE:

Portpark Conference Centre, Building 2, 574 Plummer Street, Port Melbourne, Victoria 3207.

THERE ARE 14 UNITS OF COMPETENCY IN THE CERTIFICATE IV AND THE PROGRAM ADDRESSES KEY COMPETENCY AREAS THAT REPRESENT THE PRIMARY AREAS OF WORK UNDERTAKEN WITHIN ORGANISATIONS THAT PROVIDE TRAINING AND ASSESSMENT SERVICES.

#### DAY 1

**TAAENV401B:** Work effectively in vocational education and training

**TAADES401B:** Use training packages to meet client needs (part 1)

#### DAY 2

**TAAENV402B:** Foster and promote an inclusive learning culture

**TAAENV403B:** Ensure a healthy and safe learning environment

#### DAY 3

**TAADES401B:** Use Training Packages to meet client needs (part 2)

**TAADES402B:** Design and develop learning programs

#### DAY 4

**TAADEL403B:** Facilitate individual learning

**TAADEL404B:** Facilitate work-based learning

#### DAY 5

**TAADEL401B:** Plan and organise group based delivery

**TAADEL301C:** Provide training through instruction and demonstration of work skills

**TAADEL402B:** Facilitate group based learning

#### DAY 6

Assessment catch up and training delivery

### THE FOLLOWING UNITS ARE DELIVERED ONLINE:

**TAAASS401B:** Plan and organise assessment

**TAAASS403B:** Develop assessment tools

**TAAASS402C:** Assess competence

**TAAASS404C:** Participate in assessment validation



## TAA40104 Certificate IV in Training and Assessment Enrolment Form

### CONTACT DETAILS

Full Name: .....  
Company: .....  
Position: .....  
Address: .....  
..... Postcode: .....  
Email: .....  
Telephone: (Work) ..... (Mobile) .....

### COURSE DETAILS

Course: TAA40104 Certificate IV in Training and Assessment  
Training Venue: Portpark Conference Centre, 574 Plummer Street, Port Melbourne Victoria 3207  
Cost: \$2,350.00 per person  
2010 Training Dates:  17, 18, 30 June, 1, 2, 16 July  
 7, 8, 20, 21, 22 October, 5 November

### PAYMENT DETAILS:

- Direct deposit: ANZ Bank: BSB 013395 Account Number: 495666751  
(Please use surname and initials for reference)
- Cheque: Please make cheque payable to **Learning Verve Pty Ltd**  
Mailing address: Learning Verve Pty Ltd, PO Box 634, Port Melbourne Victoria 3207
- I have read and agree to Learning Verve's Terms and Conditions below.

Signature: ..... Date: .....

**Please return your completed Enrolment Form together with your payment to:**

Learning Verve, PO Box 634,  
Port Melbourne VIC 3207

Fax: (03) 9676 2499

**Please contact us if you have any queries. Ph: 03 9676 9211  
or email: [admin@learningverve.com.au](mailto:admin@learningverve.com.au)**

### TERMS AND CONDITIONS

- Learning Verve reserves the right to cancel courses due to insufficient enrolments or conditions beyond its control. Notification of any cancellations will be made as early as practical and include a full refund.
- Payment is to be received in full 14 days prior to the commencement of the course. If you wish to cancel, 10 working days notice must be given to receive a full refund, however a \$125 administration fee is payable.
- Notification of your booking will be sent on receipt of your application.
- Learning Verve reserves the right to withdraw any participant from the course if payment has not been received in accordance with our payment terms.