



Certificate IV in Training and Assessment (for Reckon Accredited Consultants) 'Reckon Cluster Course'		Course Code
		TAA40104
Location	Dates	Course Duration
Bentleigh East Campus	14/02/2009, 28/02/2009, 14/03/2009, 18/04/2009	2 full days and 2 half days Plus 1 months offsite assessment work Sharp 9am start – 5pm
All Enquiries to Bentleigh East		
Phone: (03) 9570 6000 Fax: (03) 9570 6133 Email: bookings@calculation.com.au		

Course Description

The Certificate IV in Training and Assessment course trains you to train and assess others in industry. People who have the skills to design, implement, manage and evaluate assessment and training systems within various workplaces are highly sought after in a wide variety of industries and organisations.

The course outlines the skills you need to plan and deliver training sessions to groups and individuals, while also providing you with the knowledge necessary to assess their effectiveness.

Recognition of current competency is a feature of the program. The on-the-job skills and knowledge you demonstrate will be recognised.

The 'Reckon Cluster Course' is the required 5 units that are required by Reckon Accredited Consultants. New Consultants must complete the required 5 units prior to the Accreditation process. Existing Consultants must have Certificate IV in Training and Assessment or the required 5 units to maintain their accreditation.

Qualifications and Recognition

Participants who complete the 'Reckon Cluster Course' will be awarded a Statement of Attainment for the nationally accredited Units of Competency from the Certificate IV in Training and Assessment.

Vocational Outcomes

This course leads to work in:

- training and assessment consultancy
- training management
- training or human resources departments
- government or non-government enterprises
- TAFEs or other training providers.

Who Can Apply

- Existing Reckon Accredited Consultants

Traineeships

Calculation is a registered provider for training in the Certificate III in Financial Services and the Certificate IV in Training and Assessment

How to Apply

Contact our Bentleigh East Office for an enrolment form. Upon enrolment and receipt of monies, a participant CD will be forwarded to you. Resources will be available upon receipt of monies.

Course Duration

3 Full Days, Sharp 9am start to 5pm

Course Structure

The Training Package requires the completion of 14 Competencies

- 12 Industry core units
- 2 elective units

The 'Reckon Cluster Course' requires the completion of 5 Competencies

Course Content

Calculation currently offers the following standard course for Reckon Accredited Consultants.

TAA40104 Reckon Cluster Course Units of Competency	
Learning Environment	
TAAENV402B	Foster and promote an inclusive learning culture
Learning Design	
TAADES402B	Design and Develop Learning Programs
Delivery & Facilitation	
TAADEL301C	Provide Training through instruction and demonstration of work skills
TAADEL403B	Facilitate individual learning
TAADEL404B	Facilitate work-based learning

Pre-Requisites

Existing Reckon Consultant Accreditation or proof of booking for Reckon Accreditation

Assessment

Assessment of competence may be achieved by observation of training presentations, tests, discussions, written work or workplace observations.

Opportunities for further study

Certificate IV in Training and Assessment

Can prospective students enrol in individual units/modules?

Yes

Fees

\$800 (plus materials) or
\$250 Per Unit (plus materials)