

Certificate IV in Training and Assessment		Course Code
		TAA40104
Location	Dates	Course Duration
Bentleigh East Campus	31/01/2009, 14/02/2009, 28/02/2009, 14/03/2009, 28/03/2009, 18/04/2009, 02/05/2009, 16/05/2009, 06/06/2009, 20/06/2009	10 full days onsite 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.

Qualifications and Recognition

Participants who complete the Course will be awarded the TAA40104 Certificate 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

- Anyone

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 or visit our website www.calculation.com.au. Upon enrolment and receipt of monies, a participant CD and learning resources will be forwarded to you, which you will be required to bring with you when attending the courses.

Course Duration

10 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

Course Content

Calculation currently offers the following standard course for everyone.

TAA40104 Units of Competency	
Learning Environment	
TAAENV401B	Work Effectively in vocational education and training
TAAENV402B	Foster and promote an inclusive learning culture
TAAENV403B	Ensure a healthy and safe learning environment
Learning Design	
TAADES401B	Use Training Packages to meet client needs
TAADES402B	Design and Develop Learning Programs
Delivery & Facilitation	
TAADEL301C	Provide Training through instruction and demonstration of work skills
TAADEL401B	Plan and organise group-based delivery
TAADEL402B	Facilitate group-based learning
TAADEL403B	Facilitate individual learning
TAADEL404B	Facilitate work-based learning
Assessment	
TAAASS401C	Plan and organise assessment
TAAASS402C	Assess competence
TAAASS403B	Develop assessment tools
TAAASS404B	Participate in assessment validation

Pre-Requisites

None

Assessment

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

Can prospective students enrol in individual units/modules?

Yes

Fees

\$2000 (plus materials) or
\$250 Per Unit (plus materials)