TAE40116 Certificate IV in Training and Assessment
Information Booklet
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Monash Training and Professional Development

Monash Training and Professional Development is a not-for-profit Registered Training Organisation (RTO) at Monash University, Clayton campus. Our courses are open to all, not just Monash students and staff. We are recognised for our high standards in student services, facilities and specialised training programs. We have strong links with industry and utilise highly experienced, professional teaching staff.

We are a prestigious provider with a reputation for exceptional quality.

www.monashtraining.com

Our staff are dedicated to helping you achieve your educational goals and can provide you with the support and information to get you there.

Monash Training and Professional Development encourages people with a disability to apply to enrol. Please talk to us about how we can support you with your studies.

Program Information

Monash Training and Professional Development works in collaboration with industry and training specialists to develop programs that are flexible and relevant to industry needs.

All courses are delivered as classroom-based courses and all sessions are held on our Clayton campus. Throughout your learning program you will cover a variety of knowledge and skills and be given activities and assessments to complete within the classroom, at home or in your workplace.

The opportunity to study at Monash Training and Professional Development is open to everyone. We encourage people with a disability and people from diverse backgrounds to apply.

This booklet will guide you through a range of information relevant to this particular qualification. It is designed to be read in conjunction with the Student Information Handbook so please ensure you read and understand all aspects of both documents prior to enrolling.

Contacts

Course enquiries and enrolments:

Jess O'Donovan
Student Service Officer
msa-monashtraining@monash.edu
03 990 53180

Student support enquiries:

Stacey Patterson
Administration Officer
msa-monashtraining@monash.edu
03 990 53180

Group bookings:

Angela McGhee
Professional Development Officer
angela.mcghee@monash.edu
03 990 51074

Monash Student Association (Clayton) Inc.
RTO No. 21526
TAE40116 Certificate IV in Training and Assessment

Course description

The TAE40116 Certificate IV in Training and Assessment is a highly sought after qualification as it replaces the superseded TAE40110 qualification. It is intended for a variety of professionals in the Vocational Education and Training (VET) sector as well as workplace trainers and assessors who:

- Train individuals and groups
- Assess the competency of learners
- Develop training programs to meet the needs of learners
- Create assessment tools
- Contextualise learning and assessment materials
- Conduct assessment validation

Where can I study this course?

Monash Training and Professional Development was the 4th RTO in Australia to be given approval to deliver the TAE40116 qualification and is one of only a very few in Melbourne to be offering this course.

The TAE40116 Certificate IV in Training and Assessment is available at:
- Monash University in Clayton
- Upper Beaconsfield Community Centre
- At your workplace – for groups of staff

Why study this course?

This course has been developed to provide skills and knowledge to:

- Work with and use national training packages
- Design and develop learning programs
- Plan, organise and facilitate learning in the workplace
- Plan, organise and deliver group-based learning
- Provide work skill instruction
- Plan and conduct assessment
- Participate in assessment validation
- Address adult language, literacy and numeracy skills

This course is suitable for:

- Those with a vocational background who wish to become trainers and/or assessors within their field of experience. Ideal for those seeking a career change.
- Those already working in the training/assessing field but who need formal training and/or a qualification
Career and job outcomes may include:

- Registered Training Organisation (RTO) Trainer and/or Assessor
- TAFE Trainer and/or Assessor
- Training Consultant
- Training Needs Analyst
- Vocational Education Teacher/VET in Schools Teacher
- Enterprise Trainer
- Enterprise Assessor

**Entry requirements**

You will need to already have skills and vocational experience in the field in which you wish to teach. Eg. To teach ‘business’ courses you will need a Business qualification along with several years of relevant experience working in business. To teach ‘hairdressing’ you will need a qualification in hairdressing as well as several years of relevant experience working as a hairdresser. If you do not already have skills and experience in a vocational area then your enrolment in this course will not be accepted.

Students will require a sound understanding of how to navigate computers along with software (Word, PowerPoint), opening and closing documents, saving documents, formatting documents, typing and using the internet for searching and emails. Students who are not confident using computers are welcome to enrol in one of the short computer courses provided by Monash Training and Professional Development.

Students are required to fill out a Language Literacy and Numeracy assessment during the enrolment process. For those with difficulty filling out the LLN form Monash Training and Professional Development offers a beginners’ ESL and individual ESL classes. During enrolment students will also undergo a pre-training review which will help make sure this course is right for you and identify any additional support you may need.
Pathways
After achieving this qualification, depending on interests and skills/knowledge/experience, students may undertake higher level qualifications within the TAE training package such as the TAE50211 Diploma of Training Design and Development or the TAE50111 Diploma of Vocational Education and Training. You may also apply to Monash University for entry into a Bachelor of Education.

This qualification can open up a world of possibilities:

Timetable
The nationally recognised course is studied part time for 18 daytime sessions and 2 optional support days, over an approximate 22-week period. This is followed by a 12-week assessment period. We have a variety of timetables from which to choose. Please refer to the website for details.

Class and study estimated times
Please use these nominal hours as a guide only, times will vary depending on your learning style, skills and prior knowledge. Indicative nominal hours are a guide only and will depend on individual units of competency and time spent on classroom learning, private study, reading, research, group activities and working on assessments.

Total nominal hours: 330 hrs
Pre-course reading and research: 20 hours
Total classroom (face-to-face) hours: 126 hours
Independent study/reading/research: 70-80 hours
Practical work placement: Nil
Additional Support Days (face-to-face): 14 hours
Preparation for presentations: 40-50 hours
Completion of assessments: 60-70 hours

**Course syllabus**
This qualification contains 10 units of competency.

<table>
<thead>
<tr>
<th>Unit of competency</th>
<th>What you will learn</th>
</tr>
</thead>
</table>
| TAEDES402 Use training packages and accredited courses to meet client needs | • Select appropriate training package or accredited course  
• Analyse and interpret the qualifications framework  
• Analyse and interpret units of competency and accredited modules  
• Contextualise units and models for client applications  
• Analyse and interpret assessment guidance |
| TAEDES401 Design and develop learning programs | • Define parameters of the learning program  
• Working with the VET policy framework  
• Develop program content  
• Design structure of the learning program |
| TAEDEL401 Plan, organise and deliver group-based learning | • Interpret learning environment and delivery requirements  
• Prepare session plans  
• Prepare resources for delivery  
• Deliver and facilitate training sessions  
• Support and monitor learning |
| BSBCMM401 Make a presentation | • Prepare a presentation  
• Deliver a presentation  
• Review the presentation |
| TAEDEL402 Plan, organise and facilitate learning in the workplace | • Establish effective work environment for learning  
• Develop a work-based learning pathway  
• Establish the learning-facilitation relationship  
• Implement work-based learning pathway  
• Maintain and develop the learning/facilitation relationship  
• Close and evaluate the learning/facilitation relationship  
• Monitor and review the effectiveness of the work-based learning pathway |
| TAELLN411 Address adult language, literacy & numeracy skills | • Analyse LLN requirements  
• Select and use resources and strategies to address LLN skill requirements  
• Use specialist LLN support where required  
• Evaluate effectiveness of learning support and assessment strategies in addressing LLN requirements |
| TAEASS401 Plan assessment activities and processes | • Determine assessment approach  
• Prepare the assessment plan  
• Develop assessment instructions |
| TAEASS402 Assess competence | • Prepare for assessment  
• Gather quality evidence  
• Support the candidate  
• Make the assessment decision  
• Record and report the assessment decision  
• Review the assessment process |
| TAEASS403 Participate in assessment validation | • Prepare for validation  
• Contribute to validation process  
• Contribute to validation outcomes |
| TAEASS502 Design and develop assessment tools | • Determine the focus of the assessment tool  
• Design the assessment tool  
• Develop the assessment tool  
• Review and trial the assessment tool |
Recognition of Prior Learning (RPL)
RPL is an assessment process that gives an individual (you) an opportunity to gain formal recognition—i.e. a qualification or statement of attainment— for knowledge and skills you have attained through informal learning, work and life experiences. If you think you may be able to gain RPL for any of the TAE40116 units, please speak to us to request and RPL Information Handout.

Assessments
Assessments include written questions and practicals (eg. giving presentations in class). A timetable will be given out on the first day of class which will include assessment due dates. Please read page 11 of the student handbook regarding Assessment and Extension Processes.

Materials and Requirements
Students will need access to a computer, internet and printer for the purposes of research and completing assessments. If you do not have access to a computer, please talk to us about using our computer lab.

Students will need to provide their own:
- Pens & pencils
- Paper or notebook
- Materials, props or equipment for use during presentations in class

Bringing a laptop or iPad/tablet to use in class is optional but highly recommended. Please speak to us if you would like to borrow a laptop to use in class.

Learner guides and handouts will be provided throughout the course and are included in the cost of the course.

Fees

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<table>
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<tr>
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<tbody>
<tr>
<td>Full Fee</td>
<td>$3,600.00</td>
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<tr>
<td>Concession</td>
<td>$3,400.00</td>
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</table>

These fees are inclusive of all learning materials and assessments. Course fees must be made prior to course commencement. Up to $1000 will be taken as a deposit for upfront payments, with the balance to be paid via a payment plan or Request for Invoice/purchase order (eg. If your employer is paying).

All enrolments are subject to our Refund/Transfer Policy, please refer to this policy for the relevant details.

Austudy / Abstudy approved
This course may be Austudy/Abstudy approved, please speak with Centrelink for application details and to check if you are eligible.
Payment plans
Credit card payment plans are available to assist student in paying for their tuition.
No set up fee and no interest charged for payment plans.

<table>
<thead>
<tr>
<th>Installation</th>
<th>Non-Funded Full Fee</th>
<th>Non-Funded Concession</th>
<th>Funded Full Fee</th>
<th>Funded Concession</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Deposit / At enrolment</td>
<td>$600.00</td>
<td>$400.00</td>
<td>$555.00</td>
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<tr>
<td>Week 2</td>
<td>$187.50</td>
<td>$187.50</td>
<td>$300.00</td>
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<td>Week 3</td>
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<td>Week 16</td>
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<td>Week 17</td>
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<tr>
<td>Total</td>
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<td>$3,400.00</td>
<td>$1455.00</td>
<td>$291.00</td>
</tr>
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</table>

Please refer to the Refund/Transfer policy regarding impacts on payment plans should you wish to withdraw, as once the course commences you will still be required to pay your fees in full.

Additional fees

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer fee</td>
<td>$35.00</td>
</tr>
<tr>
<td>Refund fee</td>
<td>$60.00</td>
</tr>
<tr>
<td>Re-Print of Certificate</td>
<td>$22.00</td>
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<tr>
<td>Assessment extension per Unit</td>
<td>$30.00</td>
</tr>
<tr>
<td>Learner Guide replacement fee</td>
<td>Varies $5-$100 per book</td>
</tr>
</tbody>
</table>
How to enrol

- Make sure you have read and understood all the information in the student handbook and in the course information booklet and ensure you meet the pre-requisites or other conditions of enrolment (Student Handbook is located on our website)
- Complete enrolment form, pre-training review and eligibility form at home.
- Create a USI (Unique Student Identifier) through www.usi.gov.au
- YOU personally need to bring your enrolment paperwork into Monash Training and Professional Development; Room 159, level 1 Campus Centre, Chancellors Walk, Monash University Clayton. NO enrolments will be accepted via email or post (This process will take up to 30 minutes, please allow time for this).

Please bring ORIGINALS* of the following with you:
  - Your completed enrolment form
  - Pre Training Review
  - A current Driver Licence; or a current Learner’s Permit; or a Proof of Age/’Keypass’ card
  - Medicare Card or,
  - A current passport (Australian or New Zealand) or
  - Birth Certificate or
  - Naturalization certificate or
  - Formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence or
  - Credit card details if you wish to do a payment plan
  - Any relevant concession cards, healthcare cared, pension cards etc.
  - If applying for Credit Transfers, Original copy of your statement of results will need to be sighted.

*if you are unable to bring originals, only certified copies will be accepted.

- While your enrolment is being processed you will be required to complete language, literacy and numeracy assessment. This must be done in person and completed by you, any such assessments not completed in the presence of a staff member will not be accepted.
- Discuss concessions or payment plans with staff and make appropriate arrangements for the payment of fees.

Please allow sufficient time for your enrolment to be processed. This process generally takes half an hour.

Please arrive prior to 4:00pm (Mon-Thurs), 2:00pm (Fridays) and 11:00am (Saturdays) to ensure adequate time for your enrolment to be processed before the office closes for the day.