

TAE40122

Certificate IV in

Training and Assessment

INFORMATION PACK

July 2023



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Course Information

Thank you for your interest in the Training and Education (TAE) qualifications.

This Information Pack covers the TAE40122 – Certificate IV in Training and Assessment, which is the latest version of the qualification. This qualification will be the successor of the TAE40116.

The new TAE40122 qualification is made up of 12 units, consisting of 6 core units and 6 electives. However, although the qualification is equivalent to TAE40116, most units have been updated to better meet the demands of the VET sector and are not equivalent to older versions.

As we did with TAE40116, we will be offering the qualification as a series of Skill Sets to provide you with more flexibility and choice over your enrolment.

We will be commencing our transition to TAE40122 in mid-2023.

For information on other training products offered by TasTAFE, please refer to our TAE Skill Sets Information Pack or the TAE40116 Upgrade Information Pack

Please read the information about each product before applying to enrol.

About the qualification

The Training and Education Training Package offers a range of qualifications that are designed primarily to meet the needs of people delivering and assessing accredited training in Australia's Vocational Education and Training (VET) sector.

Teachers in Vocational Education and Training (VET) require vocational competence, a current qualification in their industry area, and, as a minimum, the current Training and Assessment qualification as deemed by Australian Skills Quality Authority (ASQA).

This qualification develops the skills and knowledge needed to understand the VET sector, design learning to meet the needs of learners and enterprises, deliver training, and plan and conduct assessments.

At TasTAFE, TAE40122 is offered as **five (5) separate skill sets** combining to complete the full qualification. Upon enrolling in your final skill set, your enrolment will automatically convert to the full qualification code and title. Please read the information under 'What are the Units?' for further information on this.

Is this qualification for you?

For your job role, the full TAE40122 qualification may not be required or relevant, and a skill set or non-accredited course may be more appropriate.

TAE40122 is suitable if you have vocational qualifications **and** current experience using that qualification and are looking to conduct structured training and/or assessment using training packages for a Registered Training Organisation.

Skill sets or non-accredited courses may be more suitable if you are intending to deliver and assess non-accredited training in an enterprise environment. Please refer to our TAE Skill Sets and Non-accredited Training Products Information Pack.

What are the entry requirements for this program?

Prior to enrolling in this training program, you must be able to demonstrate vocational competency in your proposed teaching and assessing area and an adequate level of language, literacy and numeracy skills. Vocational competence is defined as broad industry knowledge and experience and may include holding a relevant unit of competency or qualification.

In your application you will need to:

- provide evidence of vocational competency in the area in which you intend to teach i.e. Certificate III in Commercial Cookery; Certificate IV in Engineering
- provide your resume showing your experience using this qualification
- undertake the TasTAFE LLN Assessment achieving an ACSF level 3 English and ACSF level 2 Maths

and

- attend a short online interview to confirm your vocational competency and currency and your understanding of the completion requirements of the course. (Interview not required for entry into the initial skill set - Work Skill Instructor Skill Set)

What skills and attributes are required for successful completion?

You will need:

Digital literacy skills to meet training and assessment requirements, including:

- word processing skills such as saving, filing and retrieving documents
- basic presentation programs such as PowerPoint
- using TasTAFE's Learning Management System (Canvas)
- using communication tools such as email, Zoom and MS Teams
- navigating online to undertake research

Language, literacy and numeracy skills to meet training and assessment requirements including:

- researching, reading and interpreting of National Training Packages
- developing and reviewing assessment instruments, as well as planning, conducting and validating assessments
- delivery of one-on-one, group-based and practical work-based training
- presenting in a number of contexts using a range of skills
- writing a range of documents
- receiving and providing feedback to peers and learners
- conducting assessments, presentations and training, including being observed.

If you do not possess these requirements, support services will be offered for advice about support and pathway options. This may include enrolment into basic computer courses, entry into micro digital sessions, and/or study skills sessions.

General requirements for successful completion

You will require:

- access to a vocational training and assessment environment to complete facilitation of group based learning and assessing against National Training Packages.
**If you are unable to use your own workplace, you may be required to organise your own work placement in an environment that provides accredited training. In some situations a simulated environment may be an option depending upon numbers required to meet the training package requirements.*
- a laptop or PC with reliable internet
- a webcam
- a media headset with microphone

Recognition and Credit Transfers

TasTAFE is committed to ensuring the opportunity to apply for recognition is made available to all students, and as far as possible, the process is streamlined, individualised, holistic and applied/task-based.

Recognition assessment requires no less evidence than what is established for general course assessment. Recognition is conducted according to the principles of assessment and rules of evidence the same as course-based assessment.

You are able to have your competency from prior learning and work experience within the VET sector recognised in this qualification through the following arrangements:

- If you have successfully completed previous training with TasTAFE or another RTO (Registered Training Organisation) , relevant verified units may be eligible for credit transfer.
- If you have skills and experience and are able to demonstrate competence and currency in the VET sector aligned to a unit or units of competency, you may be eligible for recognition.

Key methods of providing assessment evidence may include, but are not limited to:

- portfolio of workplace documentation related to unit requirements
- observation of performance in the workplace and/or simulated workplace environment
- questioning (professional competency conversation)

If you wish to gain further information about recognition please contact us. You will be sent the TAE Recognition Information Kit which provides a self-assessment guide and outlines the assessment requirements for each cluster including the types of evidence that may be submitted. Recognition requires enrolment and payment of fees the same as any other assessment pathway.

Fee payments

All fees must be paid for prior to entry into your chosen program.

You cannot access learning and assessment materials without this being completed.

A refund applies if you formally withdraw 72 hours prior to the commencement of the course. If you are enrolled in a course that has already commenced, no refund applies.

How long should it take me?

The amount of time to complete this qualification will vary according to your knowledge, skills and experience in the VET sector.

It is important to TasTAFE to maintain the integrity of this qualification and provide learning opportunities that lead to the required outcomes so that this qualification can be used confidently and professionally. The amount of training provided is only a portion of the overall learning requirement, and you are expected to undertake additional structured and nonstructured learning to complete the program. Most learners would require 10 -12 hours per week for learning and assessment in addition to scheduled sessions.

The typical time to complete this qualification is 12 - 24 months which is consistent with the AQF (Australian Quality Framework) volume of learning indicators for a Certificate IV qualification.

What are the TAE40122 units?

There are 12 units required to complete this qualification – 6 core units and 6 electives.

TAESS00028 Work Skill Instructor Skill Set	TAEDEL311 Provide work skill instruction TAEPDD401 Work effectively in the VET sector (Core)
TAESS00017 Workplace Supervisor Skill Set	TAEASS311 Contribute to assessment TAEDEL414 Mentor in the workplace TAEDEL311 Provide work skill instruction – completed in above skill set
TAESS00021 Facilitation Skill Set	TAEDES412 Design and develop plans for vocational training (Core) TAEDEL411 Facilitate vocational training (Core)
TAESS00019 Assessor Skill Set	TAEDES411 Use nationally recognised training products to meet vocational training needs (Core) TAEASS412 Assess competence (Core) TAEASS413 Participate in assessment validation (Core)
TAESS00023 Online Learning and Assessment Skill Set	TAEDEL405 Plan, organise and facilitate online learning TAEASS404 Assess competence in an online environment
Note: This unit included with your final skill set	TAELLN421 Integrate core skills support into training and assessment

How will I learn?

- **Online delivery** via webinars (see course schedule at the end of this pack)

The TAE40122 program is offered through a mixed learning mode including:

- Enrol and pay as you go – Skill Set by Skill Set (see descriptions below)
- Online induction
- Online learning resources – you will be expected to engage with the learning resources prior to webinars
- Webinars – structured learning and interaction is provided to assist your progress
- Support sessions – scheduled throughout your course
- Workplace learning – application of learning in your workplace

We have designed the program to scaffold your learning experience.

We recommend commencing the program with the Work Skill Instructor Skill Set, where you have the opportunity to ‘taste’ the vocational training environment and decide if this is the right pathway for you to pursue.

How much will the TAE40122 online skill sets cost?

TAESS00028 Work Skill Instructor Skill Set - Currently free

TAESS00021 Facilitation Skill Set - \$1050

TAESS00017 Workplace Supervisor Skill Set- \$895

TAESS00019 Assessor Skill Set - \$1050

TAESS00023 Online Learning and Assessment Skill Set - \$595

***Please note, you will need to enrol separately in all five (5) skill sets as you go to complete the qualification. Look at the course schedule at the end of this Information Pack to assist planning your learning journey. By doing this, you can pace your commitment and your fee payments.**

How will I be assessed?

You will gather and develop the evidence required in a suitable training and assessment environment in your own workplace or a registered training organisation (RTO), using real work activities. You will be provided with detailed assessment tasks once you have commenced the course. These tasks will be completed outside of scheduled learning times.

<p>TAESS00028 Work Skill Instructor Skill Set</p>	<ul style="list-style-type: none"> • Deliver three work skill instructions to an individual or small group. • Knowledge-based assessment • Scenario-based assessment.
<p>TAESS00017 Workplace Supervisor Skill Set</p>	<ul style="list-style-type: none"> • Deliver three work skill instructions to an individual or small group. • Create mentoring plans • Facilitate at least three (3) mentoring sessions • Carry out a minimum of three evidence-gathering activities • Answer knowledge-based questions
<p>TAESS00021 Facilitation Skill Set</p>	<ul style="list-style-type: none"> • Design and develop training plans, for at least two (2) different units of competency, each featuring at least three (3) consecutive training sessions tailored to the target learner group • Facilitate face-to-face, in-person, training sessions based on a training product that is nationally recognised or aligned with other recognised frameworks: <ul style="list-style-type: none"> ▪ a series of 3 sequential group training sessions of at least 30 minutes duration each to 1 group of at least four (4) learners ▪ 2 different individual training sessions of at least 30 minutes duration each to a learner who is not part of the above group. ▪ Knowledge based assessment
<p>TAESS00019 Assessor Skill Set</p>	<ul style="list-style-type: none"> • Customise the assessment process to the candidate • Conduct a total of at least 6 assessments, at least 1 of which must use recognition of prior learning (RPL), for at least three different learners against at least 2 different units of competency. • Participate in three validation sessions for assessment instruments. • Participate in three validation sessions for assessment judgements • Answer knowledge-based assessment.
<p>TAESS00023 Online Learning and Assessment Skill Set</p>	<ul style="list-style-type: none"> • Conduct at least two online learning sessions of at least 30 minutes with a group of at least three learners • Conduct at least two online assessment processes for at least three candidates synchronously and asynchronously • Answer knowledge-based assessment.

Course Schedules

You are required to enrol in each skill set as you go and complete all four (4) skill sets to gain the full qualification.

All dates are subject to change				
TAESS00028 Work Skill Instructor Skill Set				
Course Number	Online Course 1	Pre-Course Induction Webinar		Wed 5:30–6:30pm, 20/07/2023
Course Duration	24 July 2023 – 16 Oct 2023	Webinar Mon/Wed	Time	5:30–8:30pm
			Dates	24/7, 26/7, 31/7, 2/8, 7/8, 9/8, 14/8, 16/8
TAESS00028 Work Skill Instructor Skill Set				
Course Number	Online Course 2	Pre-Course Induction Webinar		Wed 5:30–6:30pm, 30/08/2023
Course Duration	04 Sept 2023 – 27 Nov 2023	Webinar Mon/Wed	Time	5:30–8:30pm
			Dates	04/9, 6/9, 11/9, 13/9, 18/9, 20/9, 25/9, 27/9
TAESS00028 Work Skill Instructor Skill Set				
Course Number	Online Course 3	Pre-Course Induction Webinar		Wed 5:30–6:30pm, 18/10/2023
Course Duration	23 Oct 2023 – 13 Dec 2023	Webinar Mon/Wed	Time	5:30–8:30pm
			Dates	23/10, 25/10, 30/10, 1/11, (6/11 Public Hol – No class), 8/11, 13/11, 15/11
TAESS00017 Workplace Supervisor Skill Set				
Course Number	Workplace Supervisor Course		Courses are not yet scheduled for this program. Please contact - trainingandassessment@tastafe.tas.edu.au if you are interested.	

