



## TAE40110 Certificate IV in Training and Assessment

	<p>This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector.</p> <p>Achievement of this qualification or an equivalent by trainers and assessors is a requirement of the Australian Quality Training Framework Essential Standards for Registration (Standard 1 as outlined in Appendix 2 of the Users' Guide to the Essential Standards for Registration).</p> <p>This qualification, or the skill sets derived from units of competency within it, is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET program.</p> <p>NDA aims to deliver this qualification to participants who are employed in roles such as: enterprise trainer; enterprise assessor; registered training organisation (RTO) trainer; RTO assessor; training adviser or training needs analyst; vocational education teacher.</p>		
Entry requirements	There are no entry requirements for this qualification.		
Packaging rules	<p>Total number of units = 10 (7 core units, plus 3 elective units).</p> <p>At least 2 elective units must be selected from the elective units listed below. One elective unit may be selected from any currently endorsed Training Package or accredited course. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Where a unit is chosen from another currently endorsed Training Package or accredited course, it must be from a qualification or course at Certificate III level or above, and must contribute towards the vocational outcome of the program.</p> <p>Participants can choose from the following list of electives.</p>		
Core units	Code	Title	NDA Course
	TAEASS401B	Plan assessment activities and processes	Assessment
	TAEASS402B	Assess competence	Assessment
	TAEASS403B	Participate in assessment validation	Assessment
	TAEDEL401A	Plan, organise and deliver group-based learning	Training Delivery
	TAEDEL402A	Plan, organise and facilitate learning in the workplace	Training Delivery
	TAEDES401A	Design and develop learning programs	Learning Design
	TAEDES402A	Use training packages and accredited courses to meet client needs	Learning Design
Elective units (delivered by NDA courses)	TAEASS502B	Design and develop assessment tools	Assessment
	TAEDEL301A	Provide work skill instruction	Training Delivery
	BSBCMM401	Make a presentation	Training Delivery
Optional (online)	TAELLN411	Address adult language, literacy and numeracy skills	
Duration	Contract period for this qualification is 2 years.		

<p>Delivery modes, evidence gathering techniques &amp; assessment</p>	<p>This qualification is delivered through a combination of 8 days of classroom training, final assessment tools, plus the observation by an NDA assessor of three training sessions facilitated by the participant. (One training session is delivered during the Training Delivery course).</p> <p>The classroom training consists of four 2 day NDA courses:</p> <ul style="list-style-type: none"> <li>• <a href="#">Learning Design</a></li> <li>• <a href="#">Training Delivery</a></li> <li>• <a href="#">Assessment</a></li> <li>• Assessment final day</li> </ul> <p>Participants must complete assessment tools which contain specific questions relating to the performance criteria and critical aspects of evidence required for assessment of each unit.</p> <ol style="list-style-type: none"> <li>1. Final assessment questions – it is a requirement that participants provide answers to specific questions.</li> <li>2. Project work/workplace samples – it is a requirement that participants provide completed project work, and/or observations by the NDA assessor of the client delivering training and assessment.</li> <li>3. Workplace supervisor/third party verification report – which is aligned to the elements of the unit (this is only required should a candidate be supervised by a person who holds the relevant TAE40110 qualification).</li> </ol> <p>Activities from the resource material, together with the final assessment tools, have been mapped against the elements and performance criteria to confirm that the participant can show competency in each unit for the qualification. Critical aspects for assessment are included in the mapping process to ensure that all the essential skills have been demonstrated.</p>
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