

TAE Academy and NSWNMA have formed a partnership in order to offer the members of NSWNMA the TAE40116 Certificate IV in Training and Assessment at a discounted rate.



The launch of this joint venture **commenced in March 2020** and allows the nurses and midwives of NSW to undertake the Certificate IV program online.

Program Outline

This program is designed for vocationally qualified or skilled individuals who are seeking a career as a Trainer and/or Assessor in their field of expertise. This may be in a formal Vocational Education & Training (VET) environment, such as an RTO or TAFE Institute, or in a workplace or other corporate environment. It is designed to build knowledge and skills in a logical sequence, with a deep but broad overview of the sector upfront so that participants get an early and realistic insight into what a career in VET will entail.

Participants who successfully complete this program will develop the skills and knowledge required to confidently and competently:

- Work within an accredited, competency-based training framework
- Work within the Vocational Education & Training quality framework
- Design, develop and deliver engaging workplace and group training programs
- Design and develop robust and rigorous assessment tools
- Plan and conduct assessments
- Validate the effectiveness of all resources and outcomes



Course Fee: \$1520 (GST Free)
A payment plan of four \$380 installments is available



Course Dates (Rolling Intake)
Students may enrol at any time until
December 31st, 2020

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TAE40116 Certificate IV in Training and Assessment (Online)

Program Entry Requirements

To undertake this program, participants must:

- Be either vocationally qualified, or able to demonstrate vocational competence through work experience (this is usually done by providing a current copy of your CV and possibly references from your employer)
- Have access to real learners - coursework requires participants to deliver training sessions and conduct assessments with real vocational learners.

Note: "Vocational learners" do not need to be enrolled in a VET specific course or TAFE, they are simply anyone in your workplace that you can teach further skills and knowledge to as part of their job.

Program Description

This program is designed for those who are currently working in a training role that are well supported by other trainers and management, affording a slightly more intensive mode of delivery in recognition of the ability to apply learning and integrate assessments with normal work activities.

The online program is recommended for those who possess a high degree of self-direction and self-sufficiency. The online option allows self-driven participants to work through the learning and assessment activities in a self-paced manner, at a time and in a location that is convenient to them. Having said all that, our participants do not go it alone! All TAE Academy online participants are supported by our trainers and assessors who are available to aid in the clarification of content and assessment tasks as required.

Features and Benefits

- The online program is self-paced allowing you to work through the course in your own time
- Access to eLearning, step by step videos, learner guides and structured learning activities to ensure a holistic learning experience; preparing you to become an exceptional Trainer
- Assessment task templates with detailed instructions, help guides and samples
- TAE Trainers are available to support you with advice and further clarification of tasks
- Fast response times to all support requests

Assessments

Assessment methods will typically include any combination of:

- Observations/demonstrations
- Written questions (online)
- Practical tasks; real group training sessions, real learner assessments, real resource development, validation activities, gathering feedback, etc.
- Other project tasks; Training analysis, assessment plans, session plans, etc.

Supervision Requirements

For some tasks, you will require support in your own workplace such as a supervisor / manager for completing workplace third party report statements. For conducting assessments under supervision, you will require access to someone that is TAE40116 qualified.

Computer Literacy

The majority of assessment tasks in this program are required to be completed using templates in Microsoft Word. Therefore, participants need to be reasonably proficient using MS Word and also able to perform other basic computer tasks, such as familiarity and competence in using web-based interfaces in order to easily navigate and use the online portal.

TAE Academy does not provide tuition in using the aforementioned technologies. If you do not currently possess these skills, it is highly recommended that you first seek some basic training prior to undertaking this course.

Online Course Outline

Topic

Unit of Competencies covered:

Introduction to the VET sector, Competency Frameworks and Training design

TAEDES401 - Design and develop learning programs
TAEDES402 - Use training packages and accredited courses to meet clients' needs

Training delivery

BSBCMM401 - Make a presentation (elective)
TAEDEL401 - Plan, organise and deliver group-based learning
TAEDEL402 - Plan, organise and facilitate learning in the workplace

Language, literacy and numeracy

TAE LLN411 - Address adult language, literacy and numeracy skills

Planning, designing, developing assessment tools and conducting assessment

TAEASS401 - Plan assessment activities and processes
TAEASS502 - Design and develop assessment tools
TAEASS402 - Assess competence

Validating assessment tools and outcomes

TAEASS403 - Participate in assessment validation

Duration

6-12 Months*

**This is a rough estimation. The amount of time required may vary for each individual, depending on multiple factors such as previous experience, their current level of skill and knowledge, and ability to integrate assessment tasks with normal work activities.*

Estimation is based on 5-10 hours a week dedicated to completing assessments over a 6-month period.

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For further information or any questions, please contact Kristy Tomlinson via phone or email

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