

TAE Academy in the continuing partnership with NSWNMA 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 2020 and will continue in 2023 and 2024 allowing the nurses and midwives of NSW to undertake the Certificate IV Program with their peers. The program is delivered in 12 days over a period of 9 Months. Our online program is still running for those that cannot attend the face-to-face workshops.

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 group training programs
- Design and develop robust and rigorous assessment tools
- Plan and conduct assessments of competence of individuals
- Validate the effectiveness of all resources and outcomes



**Virtual Face-to-Face program:
\$2,760 (GST Free)**

A payment plan of six \$460 instalments is available.



Registrations open:

- Day 1:** Tuesday 5th September, 2023
- Day 2:** Tuesday 3rd October, 2023
- Day 3:** Wednesday 4th October, 2023
- Day 4:** Wednesday 8th November, 2023
- Day 5:** Wednesday 6th December, 2023
- Day 6:** Wednesday 10th January, 2024
- Day 7:** Tuesday 6th February, 2024
- Day 8:** Wednesday 7th February, 2024
- Day 9:** Tuesday 5th March, 2024
- Day 10:** Wednesday 6th March, 2024
- Day 11:** Wednesday 10th April, 2024
- Day 12:** Tuesday 7th May, 2024

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TAE40116 Certificate IV in Training and Assessment (Virtual Face-to-Face)

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)
- Ability to attend all workshops
- 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 Application

This program is designed for those who are currently working in a training role that are well supported by other trainers and management - allowing the ability to immediately apply your learning and integrate assessment task requirements with normal work activities.

Features and Benefits

- Virtual face-to-face delivery, support and clarification of the tasks and assessments that need to be completed outside of class time (in between workshops)
- 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
- Online written questions
- 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.

Assessments are commenced and partially completed in virtual face-to-face class sessions. There are tasks that will require further completion outside of the allocated class times. These may be at home or in your workplace, or a combination of both.

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.

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.

Hardware Requirements

It is highly recommended that participants of this virtual face-to-face delivery have access to either a laptop or desktop computer. It is not recommended that participants use smart phones or tablets to contribute to online sessions, and complete assessments.



12-Day Program Outline

DAY 1: Introduction to VET and the Competency Frameworks	Fundamentals and course expectations
DAY 2 & 3: Designing courses and learning programs	Units covered: TAEDES401 – Design and develop learning programs TAEDES402 – Use training packages and accredited courses to meet client needs
DAY 4: Group-based training delivery	Units covered: TAEDEL401 – Plan, organise and deliver group-based learning
DAY 5: Language, Literacy and Numeracy support in VET	Unit covered: TAEELN411 – Address adult language, literacy and numeracy skills
DAY 6: Work-based training delivery	Unit covered: TAEDEL402 – Plan, organise and facilitate learning in the workplace
DAY 7 & 8: Planning, designing and developing assessments	Units covered: TAEASS502 – Design and develop assessment tools TAEASS401 – Plan assessment activities and processes
DAY 9 & 10: Conducting assessments	Units covered: BSBCMM401 – Make a presentation (elective) TAEASS402 – Assess competence
DAY 11: Validating assessment tools and outcomes	Unit covered: TAEASS403 – Participate in assessment validation
DAY 12: Review and finalisation of outstanding tasks	All units – support to complete remaining tasks

Course completion time frame is 12 Months*

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

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For further information or any questions, please contact Rebecca Tye via phone or email

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