MELBOURNE
POLYTECHNIC

MEANS

TRAINING & ASSESSMENT

CERTIFICATE IV IN TRAINING AND ASSESSMENT

Course Code: TAE40116

MELBOURNE
POLYTECHNIC

WELCOME!

For over 100 years, Melbourne Polytechnic (formerly NMIT) has been at the forefront of Vocational Education in Victoria.

Melbourne Polytechnic was the first TAFE to be endorsed to conduct and deliver specialist degree programs in 2004 and we have maintained integrity and quality in teaching and learning throughout our rich history. Recently, we created another first in becoming Melbourne's first Polytechnic.

As Melbourne Polytechnic, we help current and future students to achieve their personal and professional ambitions. With progressive learning programs that combine classroom learning with hands-on training; Melbourne Polytechnic offers a full 360-degree education. Our effectiveness stems from our trainers and staff being experts in their field who have the knowledge and experience to support you not only to learn the craft but to master it.

Throughout our history, we have supported over a million students train to become innovative and effective leaders in their field. We continue to offer our unique learning experience and invite you to be a part of our future.

We invite you to share with us your vocational dreams so that at Melbourne Polytechnic, we can help you turn them into reality. Whether that means becoming the best possible trainer, program leader, course developer or whether it is in another role, we are convinced that it is never too late to change and never too late to achieve new heights. Our dedicated trainers know that you will love the view.

QUALIFICATION

Melbourne Polytechnic is offering the TAE40116 Certificate IV in Training and Assessment in 2020 via a blended delivery model using a combination of Virtual workshops, online learning and internal / external reviews. For this reason computer access and IT skills are essential.

This qualification is designed to provide workplace facilitators and personnel within the vocational education and training sector, with a range of training skills including:
· developing learning programs
· preparing and delivering training sessions
· supporting students to maximise learning
· assessing students to ensure learning outcomes have been achieved

To attain the TAE40116 Certificate IV in Training and Assessment you are required to complete 10 units of competency (units). The units selected for this program are:

UNIT CODE	UNIT TITLE
TAEDES402	Use training packages and accredited courses to meet client needs
TAELLN411	Address adult language, literacy and numeracy skills
TAEDES401	Design and develop learning programs
TAEASS401	Plan assessment activities and processes
TAEASS502	Design and develop assessment tools
TAEDEL401	Plan, organise and deliver group-based learning
BSBCMM401	Make a presentation
TAEDEL402	Plan, organise and facilitate learning in the workplace
TAEASS402	Assess competence
TAEASS403	Participate in assessment validation

For further details on the units to be studied in this qualification please visit: http://training.gov.au/
Full descriptions of each unit of competency can be downloaded. If you require assistance with negotiating the website please contact Melbourne Polytechnic

COURSE INFORMATION

PRE-REQUISITES

There are no entry requirements for this qualification, however all students are required to have an **Australian recognised vocational qualification or statement of attainment for at least one unit**.

SPECIAL PROGRAM REQUIREMENTS

To meet the demands of the course it is highly recommended that students have a highly developed:
- command of written and spoken English
- communication, documentation and research skills
- computer access and skills for web use, word processing, presentation software and email

A high level of commitment:
- students are required to spend approximately 15 hours per week in addition to the workshops on assessment requirements

Students will also need the following to be able to successfully undertake and submit assessments
- USB storage device
- have access to a computer and the internet outside of class
- video recording apparatus to video record presentations
- group of 8 people (e.g. friends, family members, colleagues) to act as part of your learner group when being assessed on your training or assessment skills

ENROLMENT REQUIREMENTS

When enrolling, you are required to provide proof of citizenship/residency and age. Examples of acceptable document are as follows:
- Copy of Australia qualification or statement of attainment for 1 or more units
- Australian passport
- Australian Birth Certificate
- Passport showing permanent residence
- Green Medicare card and driver's licence

If you are applying for a concession (applicable courses only) we will need to be able to sight the appropriate card. If you need further clarification of this requirement, please contact Melbourne Polytechnic.

For more information, please visit:

https://www.melbournepolytechnic.edu.au/courses/certificate-iv-in-training-and-assessment/

PATHWAYS

After achieving the TAE40116 Certificate IV in Training and Assessment, students may undertake TAE50116 Diploma of Vocational Education and Training or the TAE50216 Diploma of Training Design and Development.

SKILLS RECOGNITION

Skills recognition is the overarching term given to the recognition of skills and knowledge gained through formal and informal training gained by the applicant. It acknowledges previous learning and current competence from a student's relevant life, work experience, formal education and/or professional development.

Skills Recognition must applied for **prior** to commencement of a course, so as unnecessary training does not occur.

Please request relevant RPL kit from Rohit Gupta by emailing rohitgupta@melbournepolytechnic.edu.au. When emailing please indicate whether you will be undertaking RPL based on-

- TAE40110 Certificate IV in Training and Assessment (upgrade)
- Other (full RPL)

Please note RPL will consist of nine core units and a choice of one elective.

RESOURCES

All training and assessment resources will be provided by Melbourne Polytechnic and available on the e-learning platform (Moodle).

Students are required to attend **Virtual Classroom on Zoom** and **have access to a computer and the internet outside of class**.

Students are also required to have access to **video recording apparatus** to video record presentations and upload them to Moodle for assessment if required.

LIBRARIES

Melbourne Polytechnic has libraries located at each of its campuses - Collingwood, Epping, Prahran, Fairfield, Heidelberg and Preston. Access to electronic resources, full text articles and e-books complement these hard copy and audio-visual materials.

Computer access is available at all campus libraries. Printing, photocopying and scanning facilities are also available.

CAR PARKING

Free student parking is available on most campuses (except Prahran and Collingwood).

TIMETABLE

All course enrolments will be confirmed one week prior to commencement. **Each program is dependent on the number of enrolled students.** If there are insufficient paid enrolments, the class will be cancelled and students will be notified **one week prior to commencement**

VIRTUAL DAY CLASSES

Preston April 2021 Thursday, 10:00AM – 5:00PM

Week Commencing	Unit
22nd April	Induction (Mandatory attendance) Introduction to Moodle, VET sector and TAE40116 TAEDES402 Use training packages and accredited courses to meet client needs
29th April, 6th May	TAEDES402 Use training packages and accredited courses to meet client needs
13th, 20th May	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
27th May, 3rd June	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
10th, 17th, 24th June	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation
26th June- 11th July	Term Break
15th, 22nd July	TAEDEL402 Plan, organise and facilitate learning in the workplace
29th July, 5th Aug (Observation)	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (1st 40 min session)
12th Aug (Observation)	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (30 min session)
19th, 26th Aug (Observation)	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (2nd 40 min session)
2nd Sept (Observation)	TAEDEL402 Plan, organise and facilitate learning in the workplace (2 x 15 min sessions)
9th Sept	Support Session to complete all outstanding assessments
18th Sept – 3rd Oct	Term Break
7th, 14th Oct	TAEASS401 Plan assessment activities and processes *TAEASS502 Design and develop assessment tools*
21st, 28th Oct	TAEASS502 Design and develop assessment tools *TAEASS403 Participate in assessment Validation*
4th, 11th Nov (Observation)	TAEASS403 Participate in assessment Validation
18th Nov	TAEASS402 Assess competence
25th Nov (Observation)	TAEASS402 Assess competence - RPL
2nd Dec (Observation)	TAEASS402 Assess competence

Prahran April 2021 Wednesday, 10:00AM – 5:00PM

Week Commencing	Unit
21st April	Induction (Mandatory attendance) Introduction to Moodle, VET sector and TAE40116 TAEDES402 Use training packages and accredited courses to meet client needs
28th April, 5th May	TAEDES402 Use training packages and accredited courses to meet client needs
12th, 19th May	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
26th May, 2nd June	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
9th, 16th, 23th June	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation
02 April – 18 April	Term Break
14th, 21st July	TAEDEL402 Plan, organise and facilitate learning in the workplace
28th July, 4th Aug (Observation)	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (1st 40 min session)
11th Aug (Observation)	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (30 min session)
18th, 25th Aug (Observation)	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (2nd 40 min session)
1st Sept (Observation)	TAEDEL402 Plan, organise and facilitate learning in the workplace (2 x 15 min sessions)
8th Sept	Support Session to complete all outstanding assessments
18th Sept – 3rd Oct	Term Break
6th, 13th Oct	TAEASS401 Plan assessment activities and processes *TAEASS502 Design and develop assessment tools*
20th, 27th Oct	TAEASS502 Design and develop assessment tools *TAEASS403 Participate in assessment Validation*
3rd, 10th Nov (Observation)	TAEASS403 Participate in assessment Validation
17th Nov	TAEASS402 Assess competence
24th Nov (Observation)	TAEASS402 Assess competence - RPL
1st Dec (Observation)	TAEASS402 Assess competence

Epping April 2021 Friday, 10:00AM – 5:00PM

Week Commencing	Unit
23rd April	Induction (Mandatory attendance) Introduction to Moodle, VET sector and TAE40116 TAEDES402 Use training packages and accredited courses to meet client needs
30th April, 7th May	TAEDES402 Use training packages and accredited courses to meet client needs
14th , 21st May	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
28th May, 4th June	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
11th , 18th , 25th June	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation
26th June- 11th July	Term Break
16th, 23rd July	TAEDEL402 Plan, organise and facilitate learning in the workplace
30th July, 6th Aug (Observation)	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (1st 40 min session)
13th Aug (Observation)	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (30 min session)
20th, 27th Aug (Observation)	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (2nd 40 min session)
3rd Sept (Observation)	TAEDEL402 Plan, organise and facilitate learning in the workplace (2 x 15 min sessions)
10th Sept	Support Session to complete all outstanding assessments
18th Sept – 3rd Oct	Term Break
8th , 15th Oct	TAEASS401 Plan assessment activities and processes *TAEASS502 Design and develop assessment tools*
22nd , 29th Oct	TAEASS502 Design and develop assessment tools *TAEASS403 Participate in assessment Validation*
5th, 12th Nov (Observation)	TAEASS403 Participate in assessment Validation
19th Nov	TAEASS402 Assess competence
26th Nov (Observation)	TAEASS402 Assess competence - RPL
3rd Dec (Observation)	TAEASS402 Assess competence

EVENING CLASSES

Preston April 2021, Tuesday and Thursday, 6.00PM – 9.00PM

Week Commencing	Unit
20th, 22nd April	Induction (Mandatory attendance) Introduction to Moodle, VET sector and TAE40116 TAEDES402 Use training packages and accredited courses to meet client needs
27th , 29th April, 4th , 6th May	TAEDES402 Use training packages and accredited courses to meet client needs
11th, 13th, 18th, 20th May	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
25th, 27th May 1st ,3rd June	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
8th , 10th , 15th , 17th June	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation
26th June- 11th July	Term Break
20th 22nd,2 7th , 29th July	TAEDEL402 Plan, organise and facilitate learning in the workplace
3rd, 5th , 10th , 12 Aug (Observation)	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (1st 40 min session)
17th 19th Aug (Observation)	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (30 min session)
24th 26th , 31st Aug 2nd Sept (Observation)	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (2nd 40 min session)
7th 9th Sept (Observation)	TAEDEL402 Plan, organise and facilitate learning in the workplace (2 x 15 min sessions)
14th , 16th Sept	Support Session to complete all outstanding assessments
18th Sept – 3rd Oct	Term Break
5th, 7th, 12th , 14th Oct	TAEASS401 Plan assessment activities and processes *TAEASS502 Design and develop assessment tools*
19st, 21st, 26th, 28th Oct	TAEASS502 Design and develop assessment tools *TAEASS403 Participate in assessment Validation*
4th, 9th, 11th, 16th , 18th Nov (Observation)	TAEASS403 Participate in assessment Validation
23rd, 25th Nov	TAEASS402 Assess competence
30th Nov, 2nd Dec (Observation)	TAEASS402 Assess competence - RPL
7th, 9th Dec (Observation)	TAEASS402 Assess competence