



MELBOURNE  
POLYTECHNIC

MEANS

TRAINING &  
ASSESSMENT

# CERTIFICATE IV IN TRAINING AND ASSESSMENT

Course Code: TAE40116



MELBOURNE  
POLYTECHNIC

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## 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 and face-to-face 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 be 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](mailto: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 Workshops on Zoom, Face to face on Campus** 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**

# BLENDDED DAY CLASSES

## Epping Sept 2021 Friday, 10:00AM – 5:00PM

Week Commencing	Workshops	Unit
8 <sup>th</sup> Oct	Virtual	Induction (Mandatory attendance) Introduction to Moodle, VET sector and TAE40116 TAEDES402 Use training packages and accredited courses to meet client needs
15 <sup>th</sup> , 22 <sup>nd</sup> Oct	Virtual	TAEDES402 Use training packages and accredited courses to meet client needs
29 <sup>th</sup> Oct, 5 <sup>th</sup> Nov	Virtual	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
12 <sup>th</sup> , 19 <sup>th</sup> Nov	Virtual	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
26 <sup>th</sup> Nov, 3 <sup>rd</sup> , 10 <sup>th</sup> Dec	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation
17 <sup>th</sup> Dec	On Campus	Support Session to complete all outstanding assessments
24 <sup>th</sup> Dec – 31 <sup>st</sup> Jan		Term Break
11 <sup>th</sup> , 18 <sup>th</sup> Feb 2022	On Campus	TAEDEL402 Plan, organise and facilitate learning in the workplace
25 <sup>th</sup> Feb 2022, 4 <sup>th</sup> March 2022 (Observation)	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (1 <sup>st</sup> 40 min session)
11 <sup>th</sup> March 2022 (Observation)	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (30 min session)
18 <sup>th</sup> , 25 <sup>th</sup> March (Observation)	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (2 <sup>nd</sup> 40 min session)
1 <sup>st</sup> April 2022 (Observation)	On Campus	TAEDEL402 Plan, organise and facilitate learning in the workplace (2 x 15 min sessions)
8 <sup>th</sup> April 2022	On Campus	Support Session to complete all outstanding assessments
9 <sup>th</sup> April 25 <sup>th</sup> April 2022		Term Break
29 <sup>th</sup> April, 6 <sup>th</sup> May 2022	On Campus	TAEASS401 Plan assessment activities and processes <i>TAEASS502 Design and develop assessment tools</i>
13 <sup>th</sup> May 2022	On Campus	TAEASS502 Design and develop assessment tools <i>TAEASS403 Participate in assessment Validation</i>
20 <sup>th</sup> , 27 <sup>th</sup> May 2022	On Campus	TAEASS502 Design and develop assessment tools <i>TAEASS403 Participate in assessment Validation</i>
3 <sup>rd</sup> , 10 <sup>th</sup> June 2022 (Observation)	On Campus	TAEASS403 Participate in assessment Validation
17 <sup>th</sup> June 2022	On Campus	TAEASS402 Assess competence
24 <sup>th</sup> June 2022 (Observation)	On Campus	TAEASS402 Assess competence - RPL
1 <sup>st</sup> July 2022 (Observation)	On Campus	TAEASS402 Assess competence



## Preston, Sept 2021 Wednesday, 10:00AM – 5:00PM

Week Commencing	Workshops	Unit
6 <sup>th</sup> Oct	Virtual	Induction (Mandatory attendance) Introduction to Moodle, VET sector and TAE40116 TAEDES402 Use training packages and accredited courses to meet client needs
13 <sup>th</sup> , 20 <sup>th</sup> Oct	Virtual	TAEDES402 Use training packages and accredited courses to meet client needs
27 <sup>th</sup> Oct, 3 <sup>rd</sup> Nov	Virtual	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
10 <sup>th</sup> , 17 <sup>th</sup> Nov	Virtual	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
24 <sup>th</sup> Nov, 1 <sup>st</sup> , 8 <sup>th</sup> Dec	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation
15 <sup>th</sup> Dec	On Campus	Support Session to complete all outstanding assessments
24 <sup>th</sup> Dec – 31 <sup>st</sup> Jan		Term Break
9 <sup>th</sup> , 16 <sup>th</sup> Feb 2022	On Campus	TAEDEL402 Plan, organise and facilitate learning in the workplace
23 <sup>rd</sup> Feb 2022, 2 <sup>nd</sup> March 2022 (Observation)	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (1 <sup>st</sup> 40 min session)
9 <sup>th</sup> March 2022 (Observation)	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (30 min session)
16 <sup>th</sup> , 23 <sup>rd</sup> March (Observation)	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (2 <sup>nd</sup> 40 min session)
30 <sup>th</sup> March 2022 (Observation)	On Campus	TAEDEL402 Plan, organise and facilitate learning in the workplace (2 x 15 min sessions)
6 <sup>th</sup> April 2022	On Campus	Support Session to complete all outstanding assessments
9 <sup>th</sup> April - 23 <sup>rd</sup> April 2022		Term Break
27 <sup>th</sup> April, 4 <sup>th</sup> May 2022	On Campus	TAEASS401 Plan assessment activities and processes <i>TAEASS502 Design and develop assessment tools</i>
11 <sup>th</sup> May 2022	On Campus	TAEASS502 Design and develop assessment tools <i>TAEASS403 Participate in assessment Validation</i>
18 <sup>th</sup> , 25 <sup>th</sup> May 2022	On Campus	TAEASS502 Design and develop assessment tools <i>TAEASS403 Participate in assessment Validation</i>
1 <sup>st</sup> , 8 <sup>th</sup> June 2022 (Observation)	On Campus	TAEASS403 Participate in assessment Validation
15 <sup>th</sup> June 2022	On Campus	TAEASS402 Assess competence
22 <sup>nd</sup> June 2022 (Observation)	On Campus	TAEASS402 Assess competence - RPL
29 <sup>th</sup> June 2022 (Observation)	On Campus	TAEASS402 Assess competence

# BLENDED EVENING CLASSES

## Preston Sept 2021, Tuesday & Thursday, 6.00PM – 9.00PM

Week Commencing	Workshops	Unit
5 <sup>th</sup> , 7 <sup>th</sup> Oct	Virtual	Induction (Mandatory attendance) Introduction to Moodle, VET sector and TAE40116 TAEDES402 Use training packages and accredited courses to meet client needs
12 <sup>th</sup> , 14 <sup>th</sup> , 19 <sup>th</sup> , 21 <sup>st</sup> Oct	Virtual	TAEDES402 Use training packages and accredited courses to meet client needs
26 <sup>th</sup> , 28 <sup>th</sup> Oct, 4 <sup>th</sup> , 9 <sup>th</sup> Nov	Virtual	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
11 <sup>th</sup> , 16 <sup>th</sup> , 18 <sup>th</sup> , 23 <sup>rd</sup> Nov	Virtual	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
25 <sup>th</sup> , 30 <sup>th</sup> Nov, 2 <sup>nd</sup> , 7 <sup>th</sup> , 9 <sup>th</sup> , 14 <sup>th</sup> Dec	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation
16 <sup>th</sup> Dec	On Campus	Support Session to complete all outstanding assessments
24 <sup>th</sup> Dec – 31 <sup>st</sup> Jan		Term Break
8 <sup>th</sup> , 10 <sup>th</sup> , 15 <sup>th</sup> , 17 <sup>th</sup> Feb 2022	On Campus	TAEDEL402 Plan, organise and facilitate learning in the workplace
22 <sup>nd</sup> , 24 <sup>th</sup> Feb 1 <sup>st</sup> , 3 <sup>rd</sup> March 2022 (Observation)	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (1 <sup>st</sup> 40 min session)
8 <sup>th</sup> , 10 <sup>th</sup> March 2022 (Observation)	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (30 min session)
15 <sup>th</sup> , 17 <sup>th</sup> , 2 <sup>nd</sup> , 24 <sup>th</sup> March (Observation)	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (2 <sup>nd</sup> 40 min session)
29 <sup>th</sup> , 31 <sup>st</sup> March 2022 (Observation)	On Campus	TAEDEL402 Plan, organise and facilitate learning in the workplace (2 x 15 min sessions)
5 <sup>th</sup> , 7 <sup>th</sup> April 2022	On Campus	Support Session to complete all outstanding assessments
9 <sup>th</sup> April - 23 <sup>rd</sup> April 2022		Term Break
26 <sup>th</sup> , 28 <sup>th</sup> April, 3 <sup>rd</sup> , 5 <sup>th</sup> May 2022	On Campus	TAEASS401 Plan assessment activities and processes <i>TAEASS502 Design and develop assessment tools</i>
10 <sup>th</sup> , 12 <sup>th</sup> May 2022	On Campus	TAEASS502 Design and develop assessment tools <i>TAEASS403 Participate in assessment Validation</i>
17 <sup>th</sup> , 19 <sup>th</sup> , 24 <sup>th</sup> , 26 <sup>th</sup> May 2022	On Campus	TAEASS502 Design and develop assessment tools <i>TAEASS403 Participate in assessment Validation</i>
31 <sup>st</sup> May, 2 <sup>nd</sup> , 7 <sup>th</sup> , 9 <sup>th</sup> June 2022 (Observation)	On Campus	TAEASS403 Participate in assessment Validation
14 <sup>th</sup> , 16 <sup>th</sup> June 2022	On Campus	TAEASS402 Assess competence
21 <sup>st</sup> , 23 <sup>rd</sup> June 2022 (Observation)	On Campus	TAEASS402 Assess competence - RPL
28 <sup>th</sup> , 30 <sup>th</sup> June 2022 (Observation)	On Campus	TAEASS402 Assess competence