Certificate IV in Training and Assessment

TAE40116

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Share your expertise with the world.

The Vocational Education and Training (VET) sector educated around 3.4 million students in 2017. This is an industry where qualified teachers can make an incalculable difference to people's lives, imparting essential industry knowledge and preparing generations of students, apprentices and trainees for practical careers in vocational industries.

If you're a professional in a VET sector and are interested in guiding, mentoring and assisting future professionals in their education journey, Melbourne Polytechnic's Certificate IV in Training and Assessment TAE40116 will prepare you for a rewarding career in VET training and assessment.

Learn from the best

Melbourne Polytechnic Training and Assessment students have the unique opportunity to learn VET standards at a VET institution that has been operating for over 100 years.

Our trainers are VET industry professionals with experience across language, literacy and numeracy, compliance and quality assurance and instructional design. They will equip you with the skills you'll need on the job including developing learning programs, preparing/delivering training sessions, supporting students to maximise learning and assessing students to ensure learning outcomes have been achieved.

Assessments reflect real workplace tasks, and you will receive one-on-one support from your trainer while getting feedback from your peers in workshops (virtual classroom).

Graduate ready to teach

Upon completion of our Certificate IV in Training and Assessment TAE40116, you will have the essential skills to teach and assess VET programs and a professional portfolio to present at job interviews. Employment opportunities include work as a trainer and assessor within TAFEs and RTOs, a placement officer, coordinator or assessor, a VCAL trainer and assessor, a course developer or a work placement coordinator.

Qualification

Melbourne Polytechnic is offering the Certificate IV in Training and Assessment in 2022 via a blended delivery model using a combination of virtual workshops, on-campus 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: **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 recommended that students have a highly developed:

- command of written and spoken English
- communication, documentation and research skills
- skills for web use, word processing, presentation software and email.
- level of commitment, as students are required to spend approximately 15 hours per week on assessment requirements in addition to the workshops.

Students will need the following to successfully undertake and submit assessments:

- USB storage device
- access to a computer and the internet outside of class
- video recording device 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:

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

Pathways

After achieving the Certificate IV in Training and Assessment, students may undertake:

Diploma of Vocational Education and Training TAE50116 or the *Diploma of Training Design and Development TAE50216*.

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 by emailing tae@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, access to a computer and the internet outside of class.

Students are also required to have access to a device capable of video recording presentations and upload them to Moodle for assessment if required.

Libraries

Melbourne Polytechnic has libraries located at each of its campuses - Collingwood, Epping, Fairfield, Greensborough, Heidelberg, Prahran 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

Student parking is available on most campuses.

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

Course Enquiries:
p: **1300 635 276**
e: **courses@melbournepolytechnic.edu.au**
w: **melbournepolytechnic.edu.au**

Blended Day Classes

Preston Campus
October 2022, Thursday 10.00am - 5.00pm

Week Commencing	Workshops	Unit
6 Oct 2022	Virtual	Induction (Mandatory attendance) Introduction to Moodle, VET sector and TAE40116 TAEDES402 Use training packages and accredited courses to meet client needs
13, 20 Oct 2022	Virtual	TAEDES402 Use training packages and accredited courses to meet client needs
27 Oct, 3 Nov 2022	Virtual	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
10, 17, 24 Nov 2022	Virtual	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
1, 8, 15 Dec 2022	Virtual	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation
22 Dec 2022	Virtual	Support Session to complete all outstanding assessments
23 Dec 2022 – 1 Feb 2023		Term Break
2 Feb 2023	On Campus	TAEDEL402 Plan, organise and facilitate learning in the workplace
9, 16 Feb 2023	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (1st 40 min session)
23 Feb, 2 March 2023 (Observation)	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (30 min session)
9, 16 March 2023 (Observation)	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (2nd 40 min session)
23 March 2023 (Observation)	On Campus	TAEDEL402 Plan, organise and facilitate learning in the workplace (2 x 15 min sessions)
30 March 2023	On Campus	Support Session to complete all outstanding assessments
6 April 2023	On Campus	TAEASS401 Plan assessment activities and processes *TAEASS502 Design and develop assessment tools*
7 – 26 Apr 2023		Term Break
27 April 2023	On Campus	TAEASS401 Plan assessment activities and processes *TAEASS502 Design and develop assessment tools*
4, 11 May 2023	On Campus	TAEASS502 Design and develop assessment tools *TAEASS403 Participate in assessment Validation*
18, 25 May 2023 (Observation)	On Campus	TAEASS403 Participate in assessment Validation
1 June 2023	On Campus	TAEASS402 Assess competence
8 Jun 2023 (Observation)	On Campus	TAEASS402 Assess competence - RPL
15 Jun 2023 (Observation)	On Campus	TAEASS402 Assess competence
22 June 2023	On Campus	Support Session to complete all outstanding assessments

Blended Day Classes

Week Commencing	Workshops	Unit
3 Oct 2022	Virtual	Induction (Mandatory attendance) Introduction to Moodle, VET sector and TAE40116 TAEDES402 Use training packages and accredited courses to meet client needs
10, 17 Oct 2022	Virtual	TAEDES402 Use training packages and accredited courses to meet client needs
24, 31 Oct 2022	Virtual	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
7, 14, 21 Nov 2022	Virtual	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
28 Nov, 5, 12 Dec 2022	Virtual	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation
19 Dec 2022	Virtual	Support Session to complete all outstanding assessments
23 Dec 2022 – 29 Jan 2023		Term Break
30 Jan, 6 Feb 2023	On Campus	TAEDEL402 Plan, organise and facilitate learning in the workplace
13, 20 Feb 2023 (Observation)	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (1st 40 min session)
27 Feb 2023 (Observation)	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (30 min session)
6, 13 March 2023 (Observation)	On Campus	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (2nd 40 min session)
20 March 2023 (Observation)	On Campus	TAEDEL402 Plan, organise and facilitate learning in the workplace (2 x 15 min sessions)
27 March 2023	On Campus	Support Session to complete all outstanding assessments
3 April 2023	On Campus	TAEASS401 Plan assessment activities and processes *TAEASS502 Design and develop assessment tools*
7 – 23 April 2023		Term Break
24 April 2023	On Campus	TAEASS401 Plan assessment activities and processes *TAEASS502 Design and develop assessment tools*
1, 8 May 2023	On Campus	TAEASS502 Design and develop assessment tools *TAEASS403 Participate in assessment Validation*
15, 22 May 2023 (Observation)	On Campus	TAEASS403 Participate in assessment Validation
29 May, 12 Jun 2023	On Campus	TAEASS402 Assess competence
5, 12 June 19 June 2023 (Observation)	On Campus	TAEASS402 Assess competence - RPL
19 June 2023 (Observation)	On Campus	TAEASS402 Assess competence

Online Evening Classes

Preston Campus
October 2022, Tuesday and Thursday 6.00pm - 9.00pm

Week Commencing	Workshops	Unit
4, 6 Oct 2022	Virtual	Induction (Mandatory attendance) Introduction to Moodle, VET sector and TAE40116 TAEDES402 Use training packages and accredited courses to meet client needs
11, 13, 18, 20 Oct 2022	Virtual	TAEDES402 Use training packages and accredited courses to meet client needs
25, 27 Oct, 3rd Nov 2022	Virtual	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
8, 10, 15, 17, 22, 24 Nov 2022	Virtual	TAELLN411 Address adult LLN skills TAEDES401 Design and develop learning program
29 Nov, 1 Dec 2022	Virtual	Support Session to complete all outstanding assessments
6, 8, 13, 15, 20, 22 Dec 2022	Virtual	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation
23 Dec 2022 – 30 Jan 2023		Term Break
31 Jan, 2, 7, 9 Feb 2023	Virtual	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation
14, 16, 21, 23 Feb 2023 (Observation)	Virtual	TAEDEL402 Plan, organise and facilitate learning in the workplace
28 Feb, 2 March 2023 (Observation)	Virtual	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (1st 40 min session)
7, 9, 14, 16th March 2023 (Observation)	Virtual	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (30 min session)
21, 23, 28, 30 March 2023 (Observation)	Virtual	TAEDEL401 Plan, organise and deliver Group Based learning BSBCMM401 Make a presentation (2nd 40 min session)
4, 6 April 2023 (Observation)	Virtual	TAEDEL402 Plan, organise and facilitate learning in the workplace (2 x 15 min sessions)
7 – 24 April 2023		Term Break
25, 27 April, 2, 4 May 2023	Virtual	TAEASS401 Plan assessment activities and processes *TAEASS502 Design and develop assessment tools*
9, 11, 16, 18 May 2023	Virtual	TAEASS502 Design and develop assessment tools *TAEASS403 Participate in assessment Validation*
23, 25, 30 May, 1 June 2023 (Observation)	Virtual	TAEASS403 Participate in assessment Validation
6, 8 June 2023	Virtual	TAEASS402 Assess competence
13, 15 June 2023 (Observation)	Virtual	TAEASS402 Assess competence - RPL
20, 22 June 2023 (Observation)	Virtual	TAEASS402 Assess competence

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NATIONALLY RECOGNISED TRAINING

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