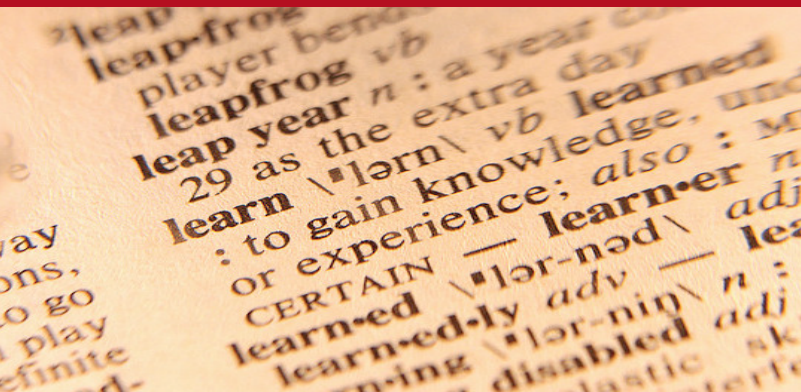


SG LEARNING & DEVELOPMENT
PROVIDING A SOLID
GROUNDING FOR
YOUR FUTURE

Certificate IV in Training and Assessment- TAE40116



The Certificate IV in Training and Assessment is a first level qualification that is based on the competency standards within the training package for workplace trainers and assessors. It is a nationally accredited certificate recognised throughout Australia and is capable of being customised to fit the requirements of industry groups. The certificate is a quality assurance measure and has been introduced to ensure that trainers and assessors hold a common set of competencies across Australia.

PREREQUISITES

The TAE40116 is suitable for people who are new to training roles as well as those with extensive experience. This qualification requires good language, literacy and computing skills. Design, delivery and assessment assignments are undertaken as part of completing the qualification, and a workplace or practice environment is needed.

Ours is **not** a Presentation Skills course. Our Certificate IV TAE graduates can:

- Design and develop learning programs to meet identified organisational training needs
- Identify key learner need requirements, including literacy, language and numeracy needs
- Unpack Vocational Education Training (VET) packages to ensure training and assessment meets required competency standards
- Plan, organise and facilitate group and individual learning sessions
- Plan, organise and conduct robust assessments to ensure learners meet required VET and/or organisational competency requirements
- Evaluate and maintain the effectiveness of their learning programs.

Learning & Assessment Strategy

Every program is tailored to suit the group or individual, and we consult to ensure the integration of organisational strategic objectives, as well as team and individual performance outcomes. Our strategy takes a performance improvement focus that can be applied for immediate effect. It may include all, or some of the following:

- Attendance at workshops/coaching sessions
- SG Virtual Learning Centre
- 360 Degree Feedback Analysis
- Self Evaluation- Personality/Behavioural Profiling
- Setting professional developmental goals
- Evaluating work processes and best practice to identify training needs
- Designing and delivering training and assessment strategies
- Reflecting on work applied experiences to highlight opportunities to further refine skills, knowledge and application.

Students are provided with a current textbook and course materials. Our facilitators/assessors are both qualified and experienced in Australian and international best practice training, training design and assessment processes, which enables them to take a hands on coaching approach throughout the program.

SG Virtual Learning Centre

Our Virtual Learning Centre offers students and their workplace sponsor/manager an online coaching facility throughout the course. Extra learning resources, discussion forums and the ability for managers to remain connected with progress means program outcomes are maximised on the job, which means a better return on investment for both the student and their organisation.

This qualification can also be completed partially on line in our VLC. This is not an "off the rack" e-learning activity where students have to read and answer questions on their own. Ours is a facilitated on line coaching experience with everyday access to both your learning and assessment materials and your coach to help you solve real work training design, delivery and assessment issues. Call us for a demonstration of our approach.

Offering a customised program that brings 'real' results for you and your work place.

Delivery/Assessment Options

- Group Training/Coaching
- Blended On Line Learning – SG Virtual Learning Centre + workshops
- RPL

Our Value

- Graduates who can confidently design, deliver and assess learning programs to suit individual and organisational needs
- Full Group training option includes up to 12 workshops
- Blended option includes facilitated online learning + up to 5 workshops
- Qualified experienced facilitators/coaches for full group training and blended delivery options
- Delivery and assessment strategies contextualised so you can apply skills immediately to maximise your return on investment
- Text, learning resources and VLC access included

Note:

Fees do not include venue hire, travel & accommodation or associated expenses.

Information in this brochure applies as at the issue date 5 October 2017.

SG Learning & Development reserves the right to refuse any application if we believe we do not have the appropriate resources, or cannot provide the required service to the client.

Contact

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Certificate IV in Training and Assessment TAE40116

Successful completion of 10 units of competency is required to achieve the qualification - 9 core units and 1 elective unit.

Core Units:

Learning Design

TAEDES401 Design and develop learning programs

TAEDES402 Use training packages and accredited courses to meet client needs

TAEELN411 Address language, literacy and numeracy skills

Delivery and Facilitation

TAEDEL401 Plan, organise and deliver group based learning

TAEDEL402 Plan, organise and facilitate learning in the workplace

Assessment

TAEASS401 Plan assessment activities and processes

TAEASS402 Assess competence

TAEASS403 Participate in assessment validation

TAEASS502 Design and develop assessment tools

Elective Units

Delivery and Facilitation

TAEDEL301 Provide work skill instruction

BSBCMM401 Make a presentation

TAEDEL404 Mentor in the workplace

TAEDES501 Facilitate e-learning

Please note: our Public Programs have a set 10 units with TAEDEL301 as the elective

Delivery & Assessment Strategy

We provide group training, individual coaching, and online options in our delivery and assessment approach so qualifications can be gained to suit the workflow of the organisation, and the work/life balance of participants. Our VLC enables participants, managers and dedicated and qualified coaches to be in daily contact for a co-ordinated approach to solving problems on the job.

Group Training (minimum of 5 participants)

Candidates attend 12 - 14 x 1 day workshops (dependent on numbers and experience of participants) that are highly interactive and include group activities, individual exercises and practical discussions.

Coaching

We offer coaching programs for individuals or small groups (1-4 participants).

The time involved and course structure will be customised to suit the group/individual.

Blended Facilitated On Line Learning/Workshops – SG Virtual Learning Centre

Our VLC offers candidates a blended face to face + facilitated online option.

Design and Assessment units are included in the online component and reinforced at face-to-face workshops, along with the Delivery and Facilitation units. Participants complete weekly discussion forums and assessment activities in the VLC with their online coach and attend up to 5 days of facilitated workshops as part of the blended program.

Time Frame

The course usually takes 6 - 12 months to complete while working full time. The schedule can be adapted to suit individuals depending on previous experience, the amount of time the candidate has to achieve required competencies, and taking into consideration work/life balance and organisational priorities.

Recognition of Prior Learning (RPL)

SG Learning & Development offers RPL to experienced candidates and provides a comprehensive package that their RPL coach will use to guide them through the RPL process.

Assessment

Our focus is on real return on investment with the application and integration of competencies on the job. Our students have the opportunity to practice key skills with the guidance of their coach and in collaboration with their workplace sponsor/manager. Assessments are practical and include group/written exercises and discussions, self-assessments and the design, delivery and assessment of real workplace training.