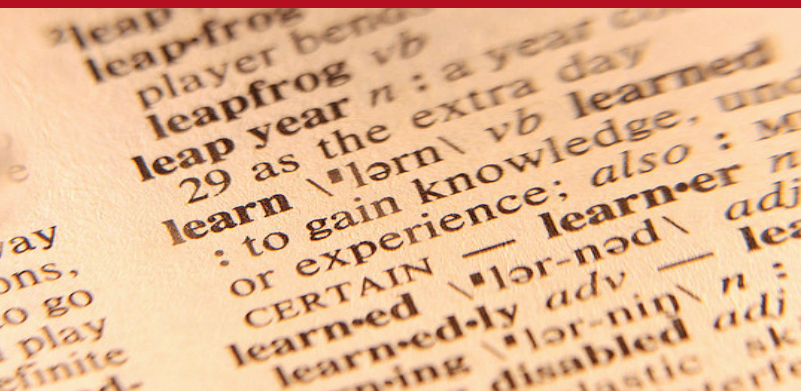


SG LEARNING & DEVELOPMENT
PROVIDING A SOLID
GROUNDING FOR
YOUR FUTURE

Certificate IV in Training and Assessment- TAE40122



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 TAE40122 is suitable for people who are new to training as well as those with extensive experience. Participants will need to have vocational competence in their proposed training and assessing field. 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.

STRUCTURE

There are 12 units in the full qualification, and we have structured these so that they are “stackable skill sets”. This means that at certain exit points participants will be eligible for a Skill Set that may be useful for their employment as they progress toward achieving the full qualification. It also allows our participants to concentrate in clusters of like units which allow for easier learning retention along the way.

Our clusters are:

- Introduction to the VET sector
- Facilitation Skills
- Assessor Skills
- Online Learning
- Work-based Learning

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 all 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.



SG Learning
& Development



NATIONALLY RECOGNISED
TRAINING

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

Delivery/Assessment Options

- **Group Training/Coaching**
- **Facilitated On Line Learning – SG Virtual Learning Centre – work with your own coach**
- **RPL**

A **Blended** workshop/online Learning option is available and may be discussed at the initial consultation.

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 4 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.

This is a general pricing structure and fees/terms may vary with the Director's discretion.

Information and fees in this brochure apply as at the issue date 4 October 2023.

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 TAE40122

Successful completion of 12 units of competency is required to achieve the qualification - 6 core units and 6 elective unit – 3 of which must be from Group A. You may opt to complete 12 units that make up full Skill Sets or select a compilation of units that meet the package requirements and your own needs. Typically, participants will start with the Introduction to VET sector cluster and then can choose their journey from there.

Introduction to the VET sector

TAEDS411 Use nationally recognised training products to meet vocational needs (core)
TAEPDD401 Work effectively in vocational education and training (core)
BSBAUD412 Work within compliance frameworks (elective)

Facilitation Skills (TAESS00021 Facilitation Skill Set/TAESS00027 Training Design Skill Set/TAESS00028 Work Skill Instructor Skill Set)

TAEDS412 Design and develop plans for vocational training (core)
TAEDEL411 Facilitate vocational training (core)
TAEDEL311 Provide work skill instruction (elective – Group A)

Assessor Skills (TAESS00019 Assessor Skill Set)

TAEASS412 Assess competence (core)
TAEASS413 Participate in assessment validation (core)

Online Learning (TAESS00023 Online Learning and Assessment Skill Set)

TAEDEL405 Plan, organise and facilitate online learning (elective – Group A)
TAEASS404 Assess competence in an online environment (elective – Group A)

Work- based Learning (TAESS00020 Workplace Trainer Skill Set)*

BSBHRM413 Support the learning and development of teams and individuals (elective)
TAEDEL412 Facilitate workplace-based learning (elective – Group A)*
TAEDEL414 Mentor in the workplace (elective – Group A)
BSBCMM411 Make presentations (elective – import)

Note: TAEASS512 Design and develop assessment tools is also a Group A elective choice for those who wish to extend their assessment design skills. Other units may be available on consultation.

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.

Group Training (minimum of 5 participants)

Candidates attend 10 - 12 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 discussion forums and assessment activities in the VLC with their online coach and attend up to 4 days of facilitated workshops focussing on key units as part of the blended program.

Time Frame

The course usually takes 6 - 24 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.