



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CERTIFICATE IV IN TRAINING & ASSESSMENT

INSTITUTE OF CONTINUING & TESOL EDUCATION
THE UNIVERSITY OF QUEENSLAND (ICTE-UQ)



CERTIFICATE IV IN TRAINING AND ASSESSMENT

The Institute of Continuing and TESOL Education (ICTE-UQ)

The University of Queensland's Institute of Continuing and TESOL Education (ICTE-UQ) is a Registered Training Organisation (RTO) and offers nationally recognised training including various qualifications and courses from the TAA04 Training and Assessment Training Package.

TAA04 Training and Assessment Package

The TAA04 Training and Assessment Training Package is designed to meet the competency development and qualification needs of personnel working in a broad range of work functions within vocational education and training. Two qualifications are included within the TAA04 Training and Assessment Training Package:

1. TAA40104 Certificate IV in Training and Assessment
2. TAA50104 Diploma of Training and Assessment

Certificate IV in Training and Assessment Courses

1. The Certificate IV in Training and Assessment is the current industry standard for anyone responsible for competency-based training and assessment in the national Vocational Education and Training (VET) system. The course comprises 14 units of competency packaged as 12 core units plus 2 elective units (Refer page 4).
2. The Certificate IV in Training and Assessment (Upgrade) course is for participants who are upgrading from the previous BSZ40198 Certificate IV in Assessment and Workplace Training. For participants who have this previous qualification together with current and relevant workplace experience, the Training and Assessment Training Package 'Unit Mapping Analysis' identifies a gap of 8 core units between the specifications of the TAA units and the BSZ units. This course is offered concurrently with the Certificate IV in Training and Assessment (Refer page 4).
3. Custom courses in training and/or assessment are available for participants who require skills for the training and/or assessment of non-accredited courses. These courses are customised to include the competencies required to satisfy individual or organisational job/role requirements and are offered concurrently with the Certificate IV in Training and Assessment (Refer page 4).

Participants in any of the above courses will receive Recognition of Prior Learning (RPL) for any relevant knowledge and skills that they have already acquired. They may receive recognition of prior learning for any of the 12 core units and any 2 of the available elective units (Refer page 4).



NATIONALLY RECOGNISED
TRAINING

Course Structure

The Certificate IV in Training and Assessment courses involve group-based learning and assessment followed by flexible (at-home and/or at-work) learning and assessment with ongoing support and guidance from course facilitators.

The Certificate IV in Training and Assessment course consists of:

1. Group-based learning and assessment over five consecutive days, Monday to Friday. Participants are provided with a collaborative work environment to develop and demonstrate their training and assessment skills with support and guidance from course facilitators. Participants complete tasks in a simulated 'business services' practice environment during this time.
2. Flexible (at-home and/or at-work) learning and assessment for a period of up to twelve months. Participants are provided with ongoing support and guidance from course facilitators, comprehensive online resources, print-based learner guides and optional weekly tutorials. Participants complete tasks in both a simulated 'business services' practice environment and in their own vocational practice environment during this time. Access to a vocational practice environment is required. Participants typically take 60 to 80 hours to complete this section of the course.

The Certificate IV in Training and Assessment (Upgrade) course and custom courses are offered concurrently with the Certificate IV in Training and Assessment course.

These courses consist of attendance for a pre-arranged number of sessions during the five days of group-based learning and assessment, followed by flexible learning and assessment for a period of up to twelve months.

Corporate courses are also available and can be offered in-house. Any number of days of group-based learning and assessment blended with flexible learning and assessment can be offered to satisfy the specific needs of each corporate client.

Course Features

Some of the features incorporated in the design of all the above courses include:

1. The units of competency are clustered and sequenced so that participants can learn and be assessed through a logical progression of work-related tasks.
2. Interactive group-based learning and assessment activities are provided so that participants can enjoy a collaborative learning environment.
3. Ongoing communications by phone and email, comprehensive online resources, print-based learner guides and optional weekly tutorials provide support and guidance to participants as they undertake their flexible learning activities.
4. Confidential online task status reports are used to provide participants with ongoing feedback regarding the satisfactory completion of their learning and assessment tasks.

Course Facilitators

Chris and Rebecca Meyers have professional backgrounds in business, education, software development and health promotion. They have been facilitating a variety of courses in workplace training and assessment at the University of Queensland since 2002. They bring this experience and their highly interactive facilitation style to the delivery of quality courses in training and assessment. Their years of experience, personable nature and interactive and supportive facilitation style combine to ensure quality outcomes for both employers and course participants. They both hold the Diploma of Training and Assessment and have established links and a strong affiliation with the training industry in Australia.

Course Fees 2009

Certificate IV in Training and Assessment course: \$1,895.00

Certificate IV in Training and Assessment (Upgrade) course: \$1,195.00

(Includes tuition, comprehensive online resources and print-based learner guides)

Enrolment

Please complete an enrolment form (available from ICTE-UQ) and return it by fax, mail or email, or phone (07) 3346 6705 to enrol over the phone.

Please note that your employer can be invoiced for the course fee if required. You will receive written confirmation of your enrolment, a receipt for payment and comprehensive information regarding your attendance including venue, facilities, directions, access and parking.

Units of Competency: Core & Elective Units

TAA40104 Certificate in Training and Assessment

The table to the right shows the available Units of Competency grouped by core and elective units.

For further details of the Units of Competency that are available towards the TAA40104 Certificate IV in Training and Assessment, consult the Qualifications Framework of the TAA04 Training and Assessment Training Package available on the National Training Information website www.ntis.gov.au.

COMPETENCY FIELD AND UNITS OF COMPETENCY	1	2	3
CORE UNITS			
LEARNING ENVIRONMENT			
TAAENV401B Work effectively in vocational education and training	•	•	
TAAENV402B Foster and promote an inclusive learning culture	•	•	
TAAENV403B Ensure a healthy and safe learning environment	•	•	
LEARNING DESIGN			
TAADES401B Use Training Packages to meet client needs	•	•	
TAADES402B Design and develop learning programs	•		
DELIVERY AND FACILITATION			
TAADEL401B Plan and organise group-based delivery	•		
TAADEL403B Facilitate individual learning	•	•	
TAADEL404B Facilitate work-based learning	•	•	
ASSESSMENT			
TAAASS401B Plan and organise assessment	•		
TAAASS402B Assess competence	•		
TAAASS403B Develop assessment tools	•	•	
TAAASS404B Participate in assessment validation	•	•	

ELECTIVE UNITS			
DELIVERY AND FACILITATION			
TAADEL402B Facilitate group-based learning	•		
TAADEL405B Coordinate and facilitate distance-based learning	•		

Course Structure: Delivery Sequence

TAA40104 Certificate in Training and Assessment

The table to the right shows the available Units of Competency grouped by delivery sequence. For further details of the Units of Competency that are available towards the TAA40104 Certificate IV in Training and Assessment, consult the Qualifications Framework of the TAA04 Training and Assessment Training Package available on the National Training Information website www.ntis.gov.au.

CLUSTER AND UNITS OF COMPETENCY	1	2	3
CLUSTER 1			
TAAENV401B Work effectively in vocational education and training	•	•	
TAAENV402B Foster and promote an inclusive learning culture	•	•	
TAAENV403B Ensure a healthy and safe learning environment	•	•	
TAADES401B Use Training Packages to meet client needs	•	•	
CLUSTER 2			
TAADEL403B Facilitate individual learning	•	•	
TAADEL404B Facilitate work-based learning	•	•	
CLUSTER 3			
TAADES402B Design and develop learning programs	•		
TAADEL401B Plan and organise group-based delivery	•		
TAADEL402B Facilitate group-based learning	•		
TAADEL405B Coordinate and facilitate distance-based learning	•		
CLUSTER 4			
TAAASS401B Plan and organise assessment	•		
TAAASS402B Assess competence	•		
CLUSTER 5			
TAAASS403B Develop assessment tools	•	•	
TAAASS404B Participate in assessment validation	•	•	

COURSE INDEX	
1	TAA40104 Certificate IV in Training and Assessment
2	TAA40104 Certificate IV in Training and Assessment (Upgrade)
3	Custom Courses in Training and/or Assessment

Learning Resource Plan:

TAA40104 Certificate in Training and Assessment

CLUSTER AND UNITS OF COMPETENCY	1	2	3	4	5	6
CLUSTER 1						
TAAENV401B Work effectively in vocational education and training	•	•	•	•	•	•
TAAENV402B Foster and promote an inclusive learning culture	•	•	•	•	•	•
TAAENV403B Ensure a healthy and safe learning environment	•	•	•	•	•	•
TAADES401B Use Training Packages to meet client needs	•		•	•	•	•
CLUSTER 2						
TAADEL403B Facilitate individual learning	•	•	•	•	•	•
TAADEL404B Facilitate work-based learning	•	•	•	•	•	•
CLUSTER 3						
TAADES402B Design and develop learning programs	•		•	•	•	•
TAADEL401B Plan and organise group-based delivery	•		•	•	•	•
TAADEL402B Facilitate group-based learning	•	•	•	•	•	•
TAADEL405B Coordinate and facilitate distance-based learning	•		•	•	•	•
CLUSTER 4						
TAAASS401B Plan and organise assessment	•		•	•	•	•
TAAASS402B Assess competence	•	•	•	•	•	•
CLUSTER 5						
TAAASS403B Develop assessment tools	•		•	•	•	•
TAAASS404B Participate in assessment validation	•	•	•	•	•	•

LEARNING RESOURCE	
1	Group-Based Learning and Assessment (Five Consecutive Days over One Week)
2	Simulated Practice Environment (TAA Course Facilitators and/or TAA Course Participants)
3	Distance-Based Learning Facilitation (Email and Phone)
4	Online Resources (TAA Courses Website)
5	Print-Based Learner Guide (ISBA TAA04 Learner Guide)
6	Online E-Learning Resources (TAA Courses E-Learning Website)



Assessment Method Plan:

TAA40104 Certificate IV in Training and Assessment

CLUSTER AND UNITS OF COMPETENCY	1	2	3	4	5	6
CLUSTER 1						
TAAENV401B Work effectively in vocational education and training		•	•	•		•
TAAENV402B Foster and promote an inclusive learning culture		•	•	•		•
TAAENV403B Ensure a healthy and safe learning environment		•	•	•		•
TAADES401B Use Training Packages to meet client needs				•		•
CLUSTER 2						
TAADEL403B Facilitate individual learning		•	•	•		•
TAADEL404B Facilitate work-based learning		•	•	•		•
CLUSTER 3						
TAADES402B Design and develop learning programs				•		•
TAADEL401B Plan and organise group-based delivery				•		•
TAADEL402B Facilitate group-based learning		•	•	•		•
TAADEL405B Coordinate and facilitate distance-based learning				•		•
CLUSTER 4						
TAAASS401B Plan and organise assessment				•		•
TAAASS402B Assess competence		•	•	•		•
CLUSTER 5						
TAAASS403B Develop assessment tools				•		•
TAAASS404B Participate in assessment validation		•	•	•		•

ASSESSMENT METHOD INDEX

	ASSESSMENT METHOD	ASSESSMENT TOOLS	EVIDENCE
1	Observation (Vocational Environment)		
2	Observation (Simulated Environment)	Task Instructions / Templates	Performance Checklists
3	Third Party Report	Task Instructions / Templates	Third Party Reports
4	Product or Document Review	Task Instructions / Templates	Reports and Portfolios
5	Written Questioning		
6	Verbal Questioning	Task Instructions / Templates	Performance Checklists



2009 Course Dates and Attendance Schedule:

TAA40104 Certificate IV in Training and Assessment

2009 COURSE ATTENDANCE DATES

COURSE CODE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09TA101	9 February 2009	10 February 2009	11 February 2009	12 February 2009	13 February 2009
09TA102 (U/G)	9 February 2009	10 February 2009			13 February 2009
09TA103	23 March 2009	24 March 2009	25 March 2009	26 March 2009	27 March 2009
09TA104 (U/G)	23 March 2009	24 March 2009			27 March 2009
09TA105	11 May 2009	12 May 2009	13 May 2009	14 May 2009	15 May 2009
09TA106 (U/G)	11 May 2009	12 May 2009			27 March 2009
09TA107	15 June 2009	16 June 2009	17 June 2009	18 June 2009	19 June 2009
09TA108 (U/G)	15 June 2009	16 June 2009			19 June 2009
09TA109	27 July 2009	28 July 2009	29 July 2009	30 July 2009	31 July 2009
09TA110 (U/G)	27 July 2009	28 July 2009			31 July 2009
09TA111	7 September 2009	8 September 2009	9 September 2009	10 September 2009	11 September 2009
09TA112 (U/G)	7 September 2009	8 September 2009			11 September 2009
09TA113	19 October 2009	20 October 2009	21 October 2009	22 October 2009	23 October 2009
09TA114 (U/G)	19 October 2009	20 October 2009			23 October 2009
09TA115	30 November 2009	1 December 2009	2 December 2009	3 December 2009	4 December 2009
09TA116 (U/G)	30 November 2009	1 December 2009			4 December 2009

2009 GROUP BASED LEARNING & ASSESSMENT SCHEDULE

SESSION TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 - 10.30am	Course Introduction U/G	Cluster 2 Learning and Assessment U/G	Cluster 3 Learning and Assessment	Cluster 3 Learning and Assessment	Cluster 5 Introduction U/G
10.30 - 10.15am	Break				
10.45 - 12.30pm	Cluster 1 Introduction U/G	Cluster 2 Learning and Assessment U/G	Cluster 3 Learning and Assessment	Cluster 4 Introduction	Cluster 5 Learning and Assessment U/G
12.30 - 1.30pm	Lunch				
1.30 - 3.00pm	Cluster 2 Introduction U/G	Cluster 3 Introduction U/G	Cluster 3 Learning and Assessment	Cluster 4 Learning and Assessment	Cluster 4 Learning and Assessment U/G
3.00 - 3.15pm	Break				
3.15 - 5.00pm	Cluster 2 Learning and Assessment U/G	Cluster 3 Learning and Assessment U/G	Cluster 3 Learning and Assessment	Cluster 4 Learning and Assessment	Course Conclusion U/G

CONTACT US

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