



Edmund Rice Education Australia Flexible Learning Centre Network

Provider Number: 31330

TAA40104 Certificate IV in Training and Assessment

Course Information

DATE and TIME:

LOCATION:

FACILITATOR:

COST: \$750.00 per participant, includes morning teas and lunches

Recognition of prior learning (RPL)

It is recognised that teachers already hold teaching qualifications and teacher registration and in some cases vocational qualifications and may have been practising teachers for a period of time.

Recognition is available for identified units of competency from **TAA 40104 CERTIFICATE IV IN TRAINING AND ASSESSMENT**.

- On presentation of a **Portfolio of documents**, including an **RPL application** and **Document listing**:

TAAENV401B Work effectively in vocational education and training

TAAENV403B Ensure a healthy and safe learning environment

- On presentation of a **third party report** from Principal or Head of Department.

TAAENV402B Foster and promote an inclusive learning environment

TAADEL301C Provide training through instruction and demonstration of work skills

TAADEL402B Facilitate group-based learning

TAADEL403B Facilitate individual learning

TAADEL404B Facilitate work-based learning

On presentation of the **portfolio** and **third party report**, participants will be **interviewed** and questioned by the trainer/assessor and informed if any further evidence of skills, knowledge or experience is required. Attendance at a workshop will enable teachers to gain the additional seven units of competency to complete the qualification.

PROGRAM:

- Access Training Packages
- Interpret the relevant units of competency
- Knowledge of competency-based training and assessment and the employability skills
- Develop training and assessment strategies or review and identify ways of improving current training and assessment strategies
- Develop assessment processes, methods and tools or review and improve current practices
- Review and evaluate practices with peers and reflect on own practices
- Develop a shared understanding of documents and processes
- Knowledge of current vocational education policies and initiatives
- Access a range of useful resources

ASSESSMENT:

- **Portfolio of documents (prepared prior to the workshop)**
- **Third party report (prepared prior to the workshop)**
- Short written responses
- Training and Assessment Strategy
- Two units of work
- Two assessment tools
- Validation processes

On your return to school it may be necessary to undertake further assessment tasks or complete assessment tasks.

WHAT TO BRING TO THE WORKSHOP:

- **Portfolio of documents, RPL application and document listing**
- **Third party report**
- **The units of competency being delivered or to be delivered by you in electronic form or hard copy**
- **Current documents eg Training and Assessment Strategy, sample assessments, sample student work, sample resources, sample student profile, student evaluations, internal review recommendations, information provided to students**
- **USB for saving workshop documents**

Do you have your own laptop or access to a school laptop?

If you do, please notify us that you will be bringing your own laptop (on the registration form).

**WELFARE AND
GUIDANCE
SERVICES**

The facilitator is able to direct clients to appropriate welfare and guidance support if required and to explain the career pathways available to people who qualify for the Certificate IV Training and Assessment.

Clients who, for personal or extenuating circumstances, cannot complete the course as outlined, should contact the facilitator to arrange for alternative times or modes of delivery.

**DISCIPLINARY
PROCEDURES**

Clients will be informed of the Code of Conduct and will be given an opportunity to discuss any appeals with the facilitator and be made aware of the appeals process. As payment is paid on completion no refunds will be applicable but a non-attendance fee may be charged.

REGISTRATION

- Email training@ereflc.org.au and advise that you are intending to register – include in this email which course as we run several different ones.
- Fill in the attached registration form. Please note that the registration form is also your tax invoice so please copy for your records and accounts department. Once processed please mail to the address listed on the form to secure your place.
- Answers to the “*Workshop*” questions will enable us to ascertain your training needs and expectations.
- Please note that the information asked for is to enable us to use AVETMISS compliance software therefore accuracy and all details are essential.
- Please follow up on payment process to ensure payment is made 2 weeks prior to the workshop.

Modification History.

Jan 2010- V1:

- **Separated Course Information from Registration details.**