

Certificate IV in Training and Assessment (TAA40104)



NSW Vocational
Education & Training
Accreditation Board

Course Suitability

This course has general suitability for people wishing to develop their training and assessment skills eg

- RTO Trainers & Assessors
- Corporate Trainers
- Training Consultants
- HR Officers
- Training Assistants



Course and Vocational Outcomes

The core modules of this course deliver skills and knowledge in:

- ✓ Working in the Vocational Education and Training Sector
- ✓ Achieving Work Priorities
- ✓ Safety in a VET Environment
- ✓ Understanding Training Packages
- ✓ Design Learning Programs
- ✓ Workplace Assessment
- ✓ Facilitate Training
- ✓ Design and Validate Assessment Tools

Enrolment Options

- Private enrolment
 - Employer sponsored enrolment
 - Traineeship enrolment in ACT*
- * Subject to eligibility. Refer to our brochure *About Traineeships*. Note: all types of enrolments are subject to meeting the entry requirements.

Course Duration

You study at your own pace with distance delivery. You are however, required to submit work at regular intervals and to an agreed timetable of study.

Normal fulltime study takes 26 weeks. Part time study takes 52 weeks. A maximum timeframe of 18 months applies to ensure currency of skills. The College commences courses all year round.

Entry Requirements

This program requires above average communication and English language skills.

The program requires students to actively practice and demonstrate their training and assessment skills in a workplace environment. Access to a "practice" environment is therefore essential.

To complete this course by distance education you must have internet access and submit a number of activities recorded by video or DVD. The College has a limited number of video cameras available for hire.

Upgrade Program or Partial Course

Students who have successfully completed BSZ40108 Certificate IV in Workplace Training and Assessment may be entitled to exemptions from some modules subject to proof of currency of skills.

The program can be delivered as separate modules to suit candidates who will not be using all of the skill areas.

Nationally Recognised Qualification

This is a nationally accredited formal qualification recognised as part of the Australian Qualifications Framework.

For More Information or To Enrol

Phone: 1800 686 88



Australian College
of Commerce & Management

Australian College of Commerce and Management Course Outline

TAA40104 Certificate IV in Training and Assessment

14 Units of Competence are required to achieve this Qualification.

Module of Study Workplace Skills and Outcomes

Core Module 1. Understanding the VET Sector	
BSBCMN402A Develop work priorities	<ul style="list-style-type: none">• Plan own work schedule• Monitor own work performance• Coordinate professional development
TAAENV401A Work effectively in vocational education and training	<ul style="list-style-type: none">• Work within the vocational education and training policy framework• Work within the training and/or assessment organisation's quality framework• Manage work and work relationships• Demonstrate a client – focused approach to work
Core Module 2. Safety in the VET Sector	
TAAENV403A Ensure a healthy and safe learning environment	<ul style="list-style-type: none">• Identify OHS responsibilities• Identify hazards in the learning environment• Assess risks in the learning environment• Develop and implement actions to ensure the health and safety and welfare of learners and/or candidates• Provide appropriate OHS requirements to learners and/or candidates• Monitor OHS arrangements in the learning environment
Core Module 3. Use Training Packages	
TAADES401A Use training packages to meet client needs	<ul style="list-style-type: none">• Define the basis for using Training Package/s and accredited courses• Analyse and interpret the qualifications framework• Analyse and interpret competency standards and accredited modules for client application/s• Contextualise competency standards and accredited courses for client application/s• Analyse and interpret assessment guidance for client application• Use Training Package/s and accredited courses as an integrated tool for client application

Core Module 4.		Design Training Programmes
TAADES402A Design and develop learning programs	<ul style="list-style-type: none">• Define the parameters of the learning program in consultation with the client/s• Generate options for designing the learning program• Develop the learning program content• Design the structure of the learning program• Review the learning program	
TAAENV402A Foster and promote an inclusive learning culture	<ul style="list-style-type: none">• Practise inclusivity• Promote and respond to diversity• Develop and implement work strategies to support inclusivity• Promote a culture of learning• Monitor and improve work practices	
Core Module 5.		Plan and Conduct Assessment
TAAASS401A Plan and organise assessment	<ul style="list-style-type: none">• Determine focus of assessment• Prepare the assessment plan• Contextualise and review assessment plan• Organise assessment arrangements	
TAAASS402A Assess competence	<ul style="list-style-type: none">• Establish and maintain the assessment environment• Gather quality evidence• Support the candidate• Make the assessment decision• Record and report the assessment decision• Review the assessment process	

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Core Module 6.	Facilitate Training Sessions
TAADEL401A Plan and organise group-based delivery	<ul style="list-style-type: none">• Interpret the learning environment and delivery requirements• Prepare session plans• Prepare resources needed for delivery
TAADEL402A Facilitate group-based learning	<ul style="list-style-type: none">• Establish an environment conducive to group learning• Deliver and facilitate training sessions• Demonstrate effective facilitation skills• Support and monitor learning• Review and evaluate effectiveness of delivery
TAADEL403A Facilitate individual learning	<ul style="list-style-type: none">• Identify individual learning facilitation requirements• Establish the learning / facilitation relationship• Maintain and develop the learning / facilitation relationship• Close and evaluate the learning / facilitation relationship
TAADEL404A Facilitate work-based learning	<ul style="list-style-type: none">• Establish an effective work environment for learning• Develop a work-based learning pathway• Implement the work-based learning pathway• Monitor learning and address barriers to effective participation• Review the effectiveness of the work-based learning pathway

Core Module 7.	Design and Validate Assessment Tools
TAAASS403A Develop assessment tools	<ul style="list-style-type: none">• Determine the focus of the assessment tool• Determine assessment tool needs• Design and develop assessment tools• Review and trial assessment tools
TAAASS404A Participate in assessment validation	<ul style="list-style-type: none">• Prepare for validation• Contribute to validation process• Contribute to validation outcomes

Core Module 8.	Workplace Project
Finalises all Units	<ul style="list-style-type: none">• Workplace project via Video & Teleconferencing