

CERTIFICATE IV TRAINING AND ASSESSMENT (TAE40116)

Overview of Training Program

Certificate IV Training and Assessment (TAE) reflects the role and responsibility of individuals delivering training and assessment services. While it is a mandatory qualification for trainers and assessors delivering and assessing Vocational Education and Training (VET), the skills, knowledge and processes included in this qualification translate to any training environment and provide professional development for individuals responsible for designing, developing and delivering training.

The qualification consists of a number of skill sets aligned with the key responsibility of a trainer and assessor and delivery of this program has been designed to workshop those skill sets in a logical order, allowing participants to develop skills and knowledge in stages and build on that learning throughout the program.

Design Workshops	<ul style="list-style-type: none"> Use training packages and accredited courses to meet client needs. Design and develop learning programs Address adult language, literacy and numeracy skills
Deliver Workshops	<ul style="list-style-type: none"> Plan organise and deliver group based learning Plan organise and facilitate learning in the workplace Provide work skill instruction
Assessment Workshops	<ul style="list-style-type: none"> Plan assessment activities and processes Design and develop assessment tools Assess competence Participate in assessment validation

Delivery Method and Timeframes

Workshops will be delivered in a **face to face training environment** and scheduled to allow participants to develop learning and complete assessment progressively.

Workshops will be delivered on Saturdays over two or three consecutive sessions. Workshops are scheduled to **commence on 17 March 2019** with the **final workshop on 14 December 2019**. Proposed workshop dates are as follows and will be conducted at **SLSWA Balcatta from 8.30am to 4.00pm**:

March 16th, March 30th, April 4th, May 25th, June 22nd, July 6th, July 27th, August 17th, August 31st, September 21st, October 12th, November 2nd, November 23rd, December 14th

Assessment Requirements and Student Support

The program will be delivered over **9 months with assessment completed following sessions**. As an accredited training program and qualification, assessment is required and assessments will require some **research, study, commitment and substantial time allocated following each session to complete**. Assessment completion times vary between students and as an estimate **students should allow 16 hours/2 days for assessments from each session**. The assessments are achievable and the program is designed for each workshop's assessments to be completed prior to the following workshop. Assessments will be workshopped in each session to ensure students understand the requirements.

Dedicated **support sessions** will be scheduled to occur following each session where trainers will be available to provide support online or via phone calls for students.

Resources

WANT Training services will provide all learning and assessment resources including a text book for reference and online learning.

Participants are required to bring a laptop to each session as most training and assessment resources are digital and learning activities, including online research, will be conducted during the sessions.

Contact

Enquiries & Evidence Email:	Enquiries about the course should be directed to SLSWA in the first instance. Where enquiries progress to enrolment, WANT Training Services contact details will be provided.
Sharon Stewart:	WANT TS Owner/Manager Trainer and Assessor Auditor – Training and Accreditation Council WA VET Practitioner and Consultant
Robyn DeJong:	WANT TS Owner/Manager Trainer and Assessor Auditor – Department of Communities, Disability Services WA; DHHS Victoria (sub contract); Northern Territory Government (sub contract)
Role of WANT TS	WANT TS provides all the training and assessment services to the Learner. WANT TS is the point of contact for all training and assessment services WANT TS is required by the partnering arrangement to meet all the Standards for RTO's 2015. WANT TS has a signed MOU with our Partnering RTO Healthy Business Training Academy as per Standard 2 Clause 2.3 and Standard 8 Clause 8.2 of The Standards for RTOs 2015