

Upgrade Only

TAE40116

Certificate IV in

Training and Assessment

INFORMATION PACK

TAE Training Package Release 3.2

RTO 60142

www.tastafe.tas.edu.au



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Contact us:

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Course Information

Thank you for your interest in the TAE40116 Upgrade.

This Information Pack covers the TAE40116 Certificate IV in Training and Assessment **Upgrade from TAE40110** only.

For information on other training products offered by TasTAFE, please refer to our TAE40116 Information Pack or TAE Skill Sets and Non-accredited Training Products Information Pack

Please read the information about the product before applying to enrol.

About the qualification

The Training and Education Training Package offers a range of qualifications that are designed primarily to meet the needs of people delivering and assessing accredited training in Australia's Vocational Education and Training (VET) sector.

Teachers in Vocational Education and Training (VET) require vocational competence, a current qualification in their industry area, and also, as a minimum, the current Training and Assessment qualifications as deemed by Australian Skills Quality Authority (ASQA). This is currently TAE40116 – Certificate IV in Training and Assessment.

This qualification develops the skills and knowledge needed to understand the VET sector, design learning to meet the needs of learners and enterprises, deliver training, and plan and conduct assessments.

This offering for TAE40116 Upgrade provides a pathway for the four units required for the Upgrade from TAE40110 to TAE40116 only. If you do not hold TAE40110 you will need to apply for the full TAE40116 course. You may get Credit Transfers for units you have completed.

What are the entry requirements for this program?

Prior to enrolling in this training program, you must currently hold the superseded TAE40110 Certificate IV in Training and Assessment.

You must also be able to demonstrate an adequate level of language, literacy and numeracy skill, and vocational competency in your proposed teaching and assessing area. Vocational competence is defined as broad industry knowledge and experience, and may include holding a relevant unit of competency or qualification.

In your application you will need to:

- provide a Certified Copy of your current TAE40110 certificate and transcript of units
- provide evidence of vocational competency in the area in which you intend to teach i.e. Certificate III in Commercial Cookery; Certificate IV in Engineering
- provide your CV showing your experience using this qualification
- undertake the TasTAFE LLN Assessment achieving an ACSF level 3 in English and Maths
- attend a short online interview to confirm your vocational competency and currency and your understanding of the completion requirements of the course.

What skills and attributes do you require for successful completion?

Digital literacy skills to meet training and assessment requirements including:

- word processing skills such as saving, filing and retrieving documents, typing in templates
- basic presentation programs such as PowerPoint
- using TasTAFE's Learning Management System (Canvas)
- using communication tools such as email and Zoom
- navigating online to undertake research.

Language, literacy and numeracy skills to meet training and assessment requirements including:

- researching, reading and interpreting of National Training Packages
- developing and reviewing assessment instruments, as well as planning, conducting and validating assessments
- delivery of one-on-one, group-based and practical work-based training
- presenting in a number of contexts using a range of skills
- writing a range of documents
- receiving and providing feedback to peers and learners
- conducting assessments, presentations and training, including being observed.

If you do not possess these requirements, support services will be offered for advice about support and pathway options.

This may include enrolment into basic computer courses, entry into micro digital sessions, and/or study skills sessions.

General requirements for successful completion

You will require:

- access to a vocational training and assessment environment to complete facilitation of group based learning and assessing against National Training Packages.
**If you are unable to use your own workplace, you may be required to organise your own work placement in an environment that provides accredited training. In some situations a simulated environment may be an option depending upon numbers required to meet the training package requirements.*
- a laptop or PC with reliable internet
- a webcam
- a media headset with microphone

Recognition and Credit Transfers

If you have completed the following units from the TAE40110, you may be eligible for credit transfer:

- TAE LLN411 Address adult language, literacy and numeracy skills
- TAE ASS502 Design and develop assessment tools

You may also have completed the following two units; however, they are not equivalent in the current Training Package and you will need to provide additional evidence either through a recognition assessment or learning and assessment pathway.

- TAE ASS401B Plan assessment activities and processes
- TAE ASS403B Participate in assessment validation.

TasTAFE is committed to ensuring the opportunity to apply for recognition is made available to all students, and as far as possible, the process is streamlined, individualised, holistic and applied/task-based.

Recognition assessment requires no less evidence than what is established for general course assessment. Recognition is conducted according to the principles of assessment and rules of evidence the same as course-based assessment.

You are able to have your competency from prior learning and work experience within the VET sector recognised in this qualification through the following arrangements:

- If you have successfully completed previous training with TasTAFE or another RTO, relevant verified units may be eligible for credit transfer.
- If you have skills and experience and are able to demonstrate competence and currency in the VET sector aligned to a unit or units of competency, you may be eligible for recognition.

Key methods of providing assessment evidence may include, but are not limited to:

- portfolio of workplace documentation related to unit requirements
- observation of performance in the workplace and/or simulated workplace environment
- questioning (professional competency conversation)

Please contact us on trainingandassessment@tastafe.tas.edu.au if you would like to discuss this process.

Recognition requires enrolment and payment of fees the same as any other assessment pathway.

Fee payments

All fees must be paid prior to entry into your chosen program.

You cannot access learning and assessment materials without this being completed.

A refund applies if you formally withdraw 72 hours prior to the commencement of the course. If you are enrolled in a course that has already commenced, no refund applies.

What are the units?

There are four units required to complete this Upgrade:

TAEASS401 Plan assessment activities and processes

This unit is about the skills and knowledge required to plan the assessment process, including recognition of prior learning (RPL), in a competency based assessment system. It is relevant to trainers with assessment planning responsibilities. In planning activities and processes, trainers are required to identify the components of assessment tools, analyse and interpret assessment tools, and develop assessment instruments/tasks and assessment plans.

TAEASS403 Participate in assessment validation

This unit is about the skills and knowledge required to participate in an validation process. It is relevant to assessors and workplace supervisors with assessment validation responsibilities participating in, but not necessarily leading, the process.

TAEASS502 Design and develop assessment tools

This unit is about the skills and knowledge needed to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment. It is relevant to experienced practitioners responsible for the development and/or delivery of training and assessment products and services.

TAELLN411 Address adult language, literacy and numeracy skills

This unit is about the skills and knowledge a vocational trainer or assessor requires to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment and to use resources and strategies that meet the needs of the learner group. It is relevant for trainers, assessors and those who develop resources.

How will I learn?

This program is offered online – all learning materials are online and an individual training plan is negotiated with your learning co-ordinator

- Induction session - this will be conducted by phone or by using web conferencing by your trainer and include:
 - introduction to your teacher
 - negotiation of Training Plan
 - learning resources
 - overview of cluster
- Supported study sessions – scheduled support sessions
- Workplace learning – application of learning in the workplace.

All delivery uses Canvas (TasTAFE's Learning Management System) for learning and assessment. If you find you are not a self directed learner, you may be able to join into webinar sessions for the units you require when they are scheduled

How will I be assessed?

You will gather and create the evidence required in a suitable training and assessment environment in your **own workplace** or **registered training organisation (RTO)**, using real work activities. Assessment evidence will be obtained and prepared outside of learning times.

You will be provided with detailed assessments once commenced.

Unit	Assessment requirements
TAE LLN401	<ul style="list-style-type: none">• Analyse a training specification and rate according to ACSF. Relate the unit of competency core skills to workplace tasks/jobs.• Analyse learners and/or employees ACSF skills and identify any gaps.• Develop resources, and instructional and assessment strategies to use with learners who may have language, literacy and numeracy needs.• Conduct a training or assessment session implementing language, literacy and numeracy strategies.• Answer knowledge-based questions.
TAE ASS401	<ul style="list-style-type: none">• Plan assessment activities and processes (assessment plans, assessment instruments, mapping documents) for two units of competency.
TAE ASS403	
TAE ASS502	
	<ul style="list-style-type: none">• Design and develop assessment tools (assessment plans, assessment instruments, mapping documents and marking guides) for an additional three units of competency.• Trial and review these instruments.• Participate in three validation sessions for assessment instruments.• Answer knowledge-based questions.

How long should it take me?

The amount of time to complete this qualification will vary according to your knowledge, skills, experience and access to learners in the VET sector.

Typically a student will take between two months and six months to complete this upgrade.

How much will it cost?

The 2023 cost of the TAE40116 Upgrade is \$470.