

TAA (TAA40104) COURSE OUTLINE



Overview

Through a combination of in-class, instructor-led learning and both practical and written assessments, you will complete the 14 units of competency required to achieve the Certificate IV in Training and Assessment TAA40104.

Flexibility

The TAA04 Training and Assessment Training Package provides you with significant choice and flexibility to work in diverse training and assessment environments.

You may range from the 'novice' trainer or assessor who will be using this Training Package to develop specific competencies to commence training and/or assessment practices to experienced practitioners using the Training Package for ongoing professional and career development.

Learning Options

You have the option of using skills recognition to demonstrate your competence in some of the units. Please request to discuss your prior learning with the Training Manager when talking with your Account Executive.

If you who have the previous Certificate IV BSZ98 qualification and are currently practicing as a trainer, you will be able to complete our [TAA Bridging Course](#).

Structure

This course has been separated into three major areas: Managing Training, Delivering and Facilitating Training and Assessing Training. Although there is no definitive order, experience has shown that you will gain the most benefit if the Managing Training is structured at the beginning of your training.

Day	Program Structure	Units	Competency Title
1-2	Managing Training	TAAENV401B	Work effectively in vocational education and training
		TAAENV402B	Foster and promote an inclusive learning culture
		TAAENV403B	Ensure a safe and healthy learning environment
		TAADES401B	Use training packages to meet client needs

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3-7	Delivering and Facilitating Training	TAADEL301B	Provide training through instruction and demonstration of work skills
		TAADEL401B	Plan and organize group based delivery
		TAADEL402B	Facilitate group based learning
		TAADEL403B	Facilitate individual learning
		TAADEL404B	Facilitate work based delivery
		TAADES402B	Design and develop learning programs
8-10	Assessing Training	TAAASS401B	Plan and organise assessment
		TAAASS402B	Assess competence
		TAAASS403B	Develop assessment tools
		TAAASS404B	Participate in assessment validation

Follow Up

All clients who undertake the Certificate IV Training and Assessment are provided with advice and guidance on future training options as well as the progression to the next level of course i.e. Diploma of Training and Assessment.

Clients are encouraged to complete all assessments within 12 months of the training delivery.

(A \$50 administration fee is charged for assessments submitted 12 months after the delivery date.)

At the completion of the course, clients will receive a Certificate IV in Training and Assessment (TAA40104), a Record of Achievement and a Statement of Attainment.