



The TAE40122 Certificate IV in Training and Assessment is Australia's formal training qualification. This qualification is mandatory for any individual who wishes to work for a Registered Training Organisation (RTO) and contribute to the issuing of an AQF Qualification through training and assessing. It will allow you to work within the vocational education and training (VET) sector.

## Career Outcomes:

- VET Trainer/Assessor
- Organisational Trainer
- Enterprise Trainer and Assessor
- Workplace Trainer and Assessor

## FACE-TO-FACE SCHEDULE

A new course starting each month.

Please note that it is anticipated that most students will take between six to twelve months to complete this qualification.

For scheduled course dates, please contact Alana Kaye:

1300 25 26 25 or email [training@alanakaye.edu.au](mailto:training@alanakaye.edu.au)

## DISTANCE LEARNING

Alana Kaye College (AKC) strongly recommends that students complete this qualification through face to face training (or part thereof). Students wishing to complete this qualification through distance learning must undertake an Alana Kaye College interview (face-to-face, telephone or online) and complete a TAE40122 Entry Requirements form and a My Qualification Plan before enrolment. AKC trainers will be available during this time to provide mentoring and support services.

## ENTRY REQUIREMENTS

Students entering this program must be able to demonstrate vocational competency (broad industry knowledge and experience) in the area in which they wish to train and assess.

All potential students for this qualification must undertake an Alana Kaye College interview (face-to-face, telephone or online) and complete a TAE40122 Entry Requirements form and a My Qualification Plan before enrolment. This will help to determine the Target Group suitable for the student.

## RECOGNITION OF PRIOR LEARNING (RPL)

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

## PATHWAYS

Preferred pathways into this qualification include:

- After achieving another relevant qualification and vocational experience in training and assessment roles within an RTO or similar organisation where the focus has been on competency-based training and assessment, or
- After demonstrating extensive vocational experience in training and assessment roles within an RTO or similar organisation where the focus has been on competency-based training and assessment.

Graduates may choose to undertake higher qualifications in training or of their vocational competence.

## INVESTMENT

**Face-to-Face and on-line blended** \$3,100.00

**Recognition of Prior Learning** \$1,500.00

Inclusions:

- Course learning and assessment material
- Coffee and tea
- Certification upon successful completion

## PAYMENT PLANS

Alana Kaye believes that everyone should have access to quality education, which is why we have a range of payment options to choose from.

## RESOURCES REQUIRED

Students are required to have access to a computer (or use an Alana Kaye computer) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments through our online learning portal. If possible, please bring a laptop to workshops. Distance learning students must have access to a computer and internet.

## UP-FRONT PAYMENT

A payment of \$1,400 is required prior to commencement of your course. This includes the non-refundable enrolment fee of \$400 paid on enrolment. The remainder of the course fees can be paid on commencement or a payment arrangement can be negotiated by completing a Payment Plan Agreement.

We accept payments via VISA, MasterCard or bank deposit.

The Qualification will not be awarded until all payments are received.

## COURSE OUTLINE

This qualification is made up of 12 units of competency (subjects). Units of competency can either be:

- **Core units** – units you must complete as part of the qualification and
- **Elective units** – units that you choose to be most suitable for your learning needs

For our face-to-face workshops, we have chosen the elective units that we know are most beneficial and relevant to the majority of our students. These are the ones ticked below. If you would like to study different elective units, please contact Alana Kaye to discuss the options available for flexible delivery.

Unit Code	Core Units	Face-to-Face	RPL	Distance
TAEDS411	Use nationally recognised training products to meet vocational training needs	✓	✓	✓
TAEPDD401	Work effectively in the VET sector	✓	✓	✓
TAEDL411	Facilitate vocational training	✓	✓	✓
TAEDS412	Design and develop plans for vocational training	✓	✓	✓
TAEASS412	Assess competence	✓	✓	✓
TAEASS413	Participate in assessment validation	✓	✓	✓

Unit Code	Elective Units	Face-to-Face	RPL	Distance
TAEDL311	Provide work skill instruction	✓	✓	✓
BSBCMM411	Make presentations	✓	✓	✓
TAEDL412	Facilitate workplace-based learning	✓	✓	✓
TAEDL414	Mentor in the workplace	✓	✓	✓
TAELN421	Integrate core skills support into training and assessment	✓	✓	✓
TAEASS512	Design and develop assessment tools	✓	✓	✓

### Volume of Learning

Please note: It is anticipated that students will take at least six months to complete this qualification. Please discuss this with Alana Kaye College prior to enrolment.

## ENROL NOW

Click on the Enrol Now button on our website to download an enrolment form. Please contact our office for further information about this course.