

Certificate IV in Training and Assessment

TAA40104

This qualification is aimed at people who wish to develop the skills and knowledge to work as trainers and assessors. It is the current qualification for people wishing to deliver nationally accredited qualifications and can be completed as an up-grade from the BSZ40198 Certificate IV in Assessment and Workplace Training. As a retail specialist training provider First Impressions Resources has tailored this course to meet the needs of retail businesses, HR personnel and individuals who wish to expand their range of training and assessing abilities in a service environment.

Field One: Learning environment

This field addresses different aspects of the relationships between work and the environment of vocational education and training.

Work effectively in vocational education and training

This unit overviews the impact of policy and the operating environment of vocational education and training as it applies to a training/assessment organisation.

Foster and promote an inclusive learning culture

This unit addresses the responsibilities of all persons in a training organisation to promote a positive and inclusive learning culture.

Ensure a healthy and safe learning environment

This unit provides a focus for health and safety in a vocational education and training sector. It includes legislative and common law responsibilities of the parties involved in the provision of training and assessment services.

Field Two: Learning design

This field of units addresses competence in both the designing of learning products and the design of the learning process.

Use training packages to meet client needs

This unit includes the knowledge and skills to source and interpret Training Packages and accredited courses; and to contextualize the contents to match client needs.

Design and develop learning programs

This unit develops the abilities to identify the parameters of a learning program, determine the design, outline the content and review its effectiveness.

Field Three: Delivery and facilitation

This field addresses the competence required to deliver training and to facilitate learning.

Plan and organize group-based delivery

This unit involves developing a trainer's delivery plan to guide and manage delivery to a group. It includes: interpreting the learning needs and environment, developing session plans and organizing resources.

Facilitate work-based learning

This unit addresses the processes involved in using the work processes and the work environment as the basis for learning in the workplace.

Facilitate individual learning

This unit contains the requirements to provide facilitated one-on-one coaching or mentoring with a learner.

Elective Units:

Provide training through instruction and demonstration of work skills

This unit covers the skills and knowledge to provide instruction about and demonstration of work skills using existing learning resources.

Facilitate group-based learning

This unit includes the abilities to support and manage interactions with and between individuals in a group, by supporting learners' progress.



NATIONALLY RECOGNISED
TRAINING

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Field Four: Assessment

The units in this field address the process of assessment, the development of assessment tools and participation in validation process.

Plan and organize assessment

The critical focus of this unit is on developing an assessment plan that is used to guide assessors in conducting competency-based assessments.

Assess competence

The critical focus of this unit is on interpreting collected evidence and making a judgment of competence by applying the Principles of Assessment and the Rules of Evidence.

Develop assessment tools

This unit includes the knowledge and skills to interpret competency standards and then develop effective and relevant assessment tools.

Participate in assessment validation

This unit includes the knowledge and skills for assessors working in collaboration to review, compare and evaluate assessment processes and outcomes.

The Certificate IV in Training and Assessment can greatly benefit those who are or who aim to be in the following roles:

