

TAE40116

Certificate IV in Training and Assessment

Your guide to Getting Started



About IVET Group



- Started out as a VET in Schools RTO
- Founded by teachers who saw a need to assist teachers with higher quality VET resources
- Working with over 275 schools around Australia
- TAE, Business, VCAL, Health, Sport and Recreation, First aid, Community Services, ICT, Hospitality in 2019 and more
- From this a need arose to train teachers in TAE – and from this grew the TAE Training Academy.

TAE40116

Certificate IV in Training and Assessment

- This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector.
- It is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET program.
- The volume of learning of a Certificate IV in Training and Assessment is typically six months to two years
- Those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing area
- New mandatory qualifications for all VET trainers as of April 2019

Iterations available

Full Course TAE40116

- Designed for new entrants into VET training and assessing
- Designed for secondary school teachers

Upgrade Course to TAE40116

- Designed for current teachers and trainers

Single Units

- Designed for current teachers and trainers

**Designed for
new entrants
into VET
training and
assessing**

Full Course TAE40116

- Available
 - Face to Face – 6 days
 - Online
- 10 units in total
- 9 core and 1 elective
- Designed for those who have experience in a vocational area and are looking at becoming a trainer or assessor in VET
- We provide you with informative face to face training days and e-learning options to ensure you become a quality VET trainer in your area of industry expertise



**Designed for
secondary
school
teachers**

Full Course TAE40116

- Available
 - Face to Face – 4 days
 - Online
 - 10 units in total
 - 9 core and 1 elective
 - CT – Credit Transfer for any units already completed
 - Designed for teachers and VET trainers who are currently active in a secondary school setting
 - We provide gap training (for all the new VET stuff) and facilitate you through the course, with
- © TAE Training Institute, 2018. RTO: 32413



**Designed for
current
teachers and
trainers**

Upgrade Course to TAE40116

→ Available

- Face to Face - 1 or 2-days
- Online

→ 4 units in total

→ CT – Credit Transfer for any units already completed

→ Designed for VET trainers and teachers who are currently active in a vocational setting

→ We facilitate you through the assessments to be completed

→ 2-day program we assist you to complete the assessments

- **TAEASS502 is now a core unit**
- **TAEELN411 is now a core unit**
- **TAEASS401 is not equivalent**
- **TAEASS403 is not equivalent**

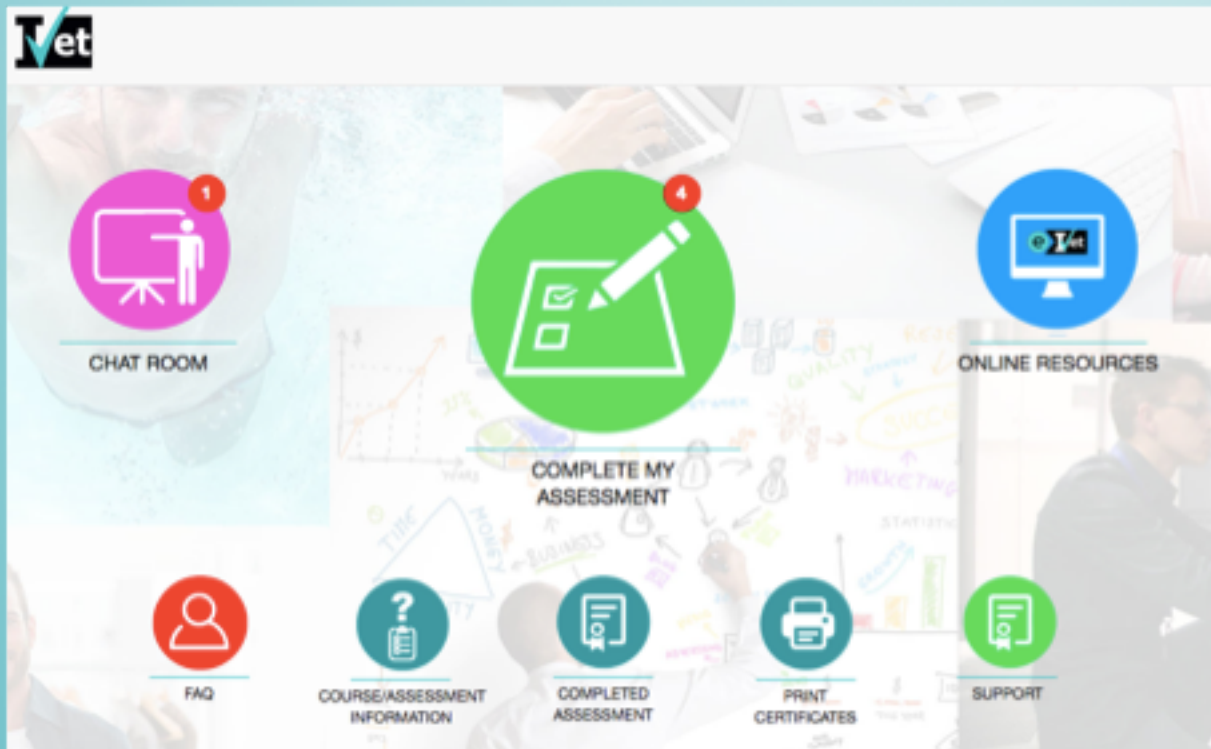


**Designed for
current
teachers and
trainers**

Single Units

- ½ day face to face or online
- TAEASS502 or TAELLN411
- Designed for VET trainers and teachers who are currently active in a vocational setting
- We facilitate you through the assessments to be completed
- A statement of attainment issued on completion
- In conjunction with your existing TAE40110 you will meet the new ASQA compliance standards for trainers

TAE Training Academy PORTAL



- Our own online training and assessing portal
- Please ensure when launching the portal that you are using **Google Chrome, Firefox** or similar.
- Our portal is not supported by Internet Explorer

PORTAL – find everything you need

All assessments to be completed are located here



Chat room

- Send a message directly to your trainer
- Send a message to everyone else in your group
- New messages are indicated by the number

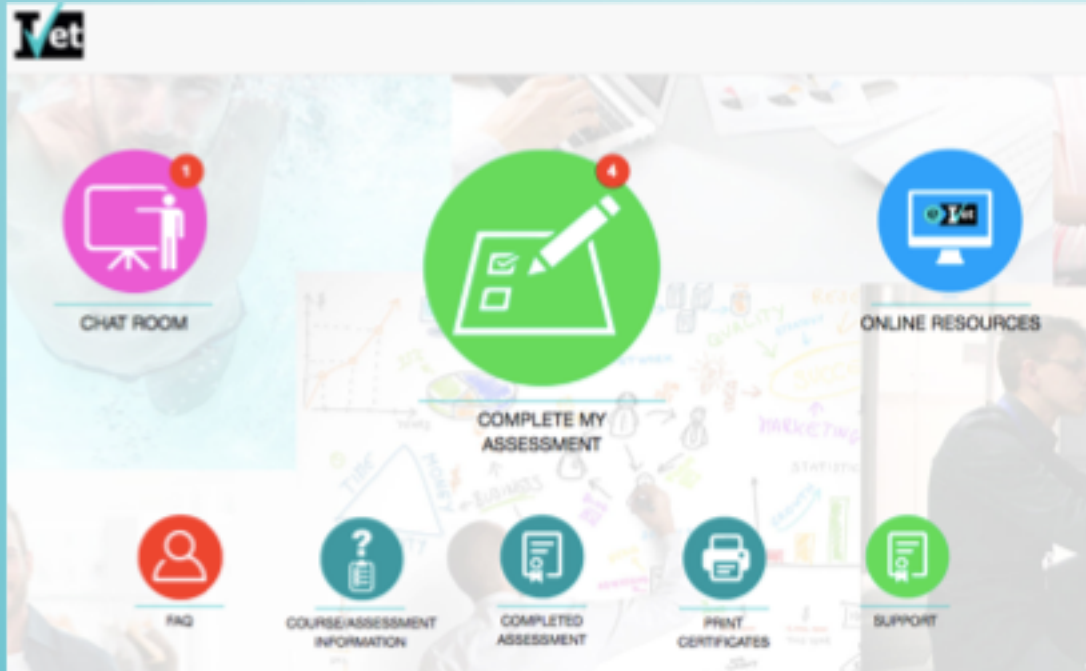
Complete my assessment

- All units you need to complete are located here
- The number indicates how many units you have left to complete

Online Resources

- Learner guides located here in PDF format for your reading
- E-learning units and videos coming soon

Your PORTAL



FAQ

- Find general student information here
- FAQ's page coming soon

Course Assessment Information

- Training and Assessment Strategy

Completed Assessments

- All your completed assessments and feedback are stored here when each unit is completed, including all enrolment information

Print Certificates

- Once you have been deemed competent in all work and your eligibility confirmed, your certificate will be issued here for you to print.

Support

- Progress notifications – we will keep in touch with you so you stay on track

To save you time we have clustered units together where there are similarities to reduce your workload.

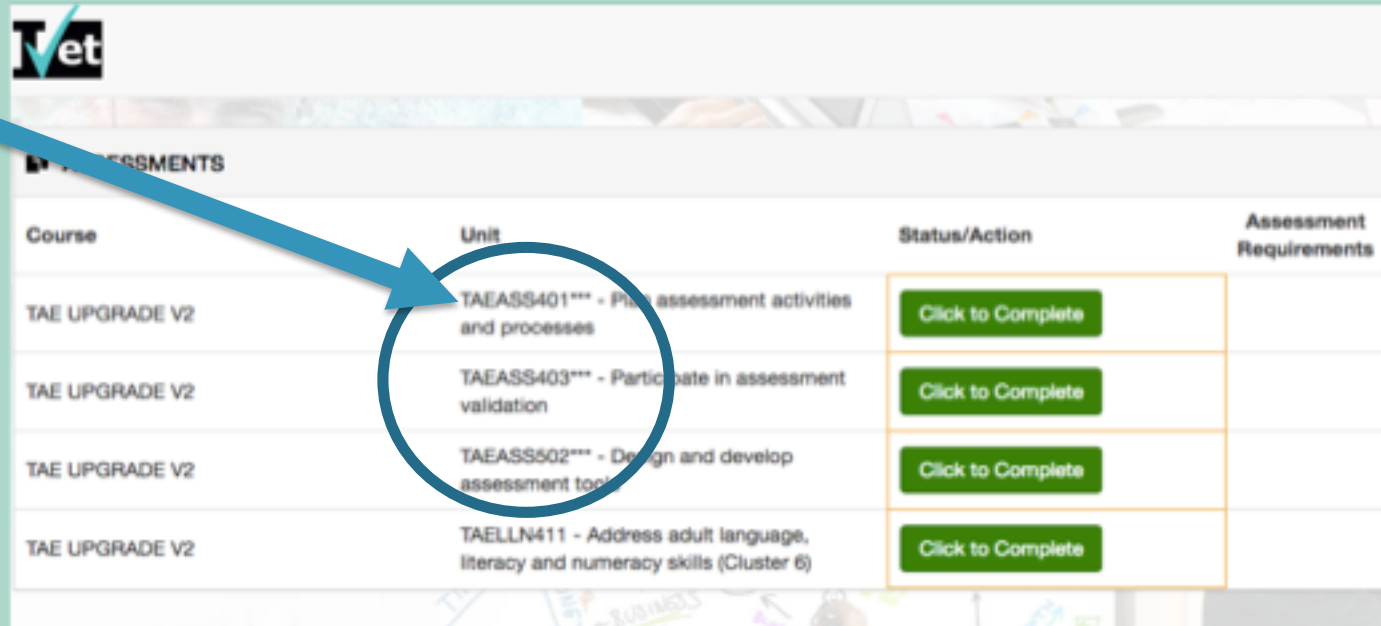
These three units (as shown) with the ***, are clustered, alternatively you will have units that state 'Cluster 2' 'Cluster 4' etc.

You can use any of these or all of these. They are linked. They are mirror copies.

Once you completed one set of questions the other clustered units will be marked as 'complete' as well.

Complete my assessments

All your units to be competed are located here, ready for you to complete. In the first instance, you need to 'Click to Complete' to commence or review the assessments

A screenshot of the 'My Assessments' page on the TAE Training Academy website. The page has a header with the TAE logo and a 'My Assessments' title. Below the title is a table with four columns: 'Course', 'Unit', 'Status/Action', and 'Assessment Requirements'. The table lists four units, all under the 'TAE UPGRADE V2' course. The first three units are clustered and marked with three asterisks (***). A blue circle highlights the first three units, and a blue arrow points from the text 'These three units (as shown) with the ***, are clustered...' to the circle. The 'Status/Action' column for each unit contains a green button labeled 'Click to Complete'. The 'Assessment Requirements' column is empty for all units.

Course	Unit	Status/Action	Assessment Requirements
TAE UPGRADE V2	TAEASS401*** - Plan assessment activities and processes	Click to Complete	
TAE UPGRADE V2	TAEASS403*** - Participate in assessment validation	Click to Complete	
TAE UPGRADE V2	TAEASS502*** - Design and develop assessment tools	Click to Complete	
TAE UPGRADE V2	TAELLN411 - Address adult language, literacy and numeracy skills (Cluster 6)	Click to Complete	

Assessment Requirements

When you access a unit for the first time, this pop-up box will appear.

This outlines your assessment requirements, and provides you with access to all your assessment templates, instructions and learner resources.

You will be able to access these at any time, throughout the course – so no need to download them yet.

Once you have reviewed these you will need to accept the assessment requirements and conditions to continue on.

Assessment Requirements

TAEDES402 - Use training packages and accredited courses to meet client needs (Cluster 2)

As a part of the unit assessment, students are required to download and read all of the documents prior to beginning this task

There are four assessment tasks as part of this unit and students are required to upload different documents as evidence of completion of this task.

All assessments fall under the one unit code TAEDES401 and TAEDES402.

It is encouraged students watch the assessment overview video to assist with their understanding of the assessment requirements.

If any time any student has questions relating to any area of the assessment please use the ASK IVET tab located at the top left of your screen to ask for assistance.

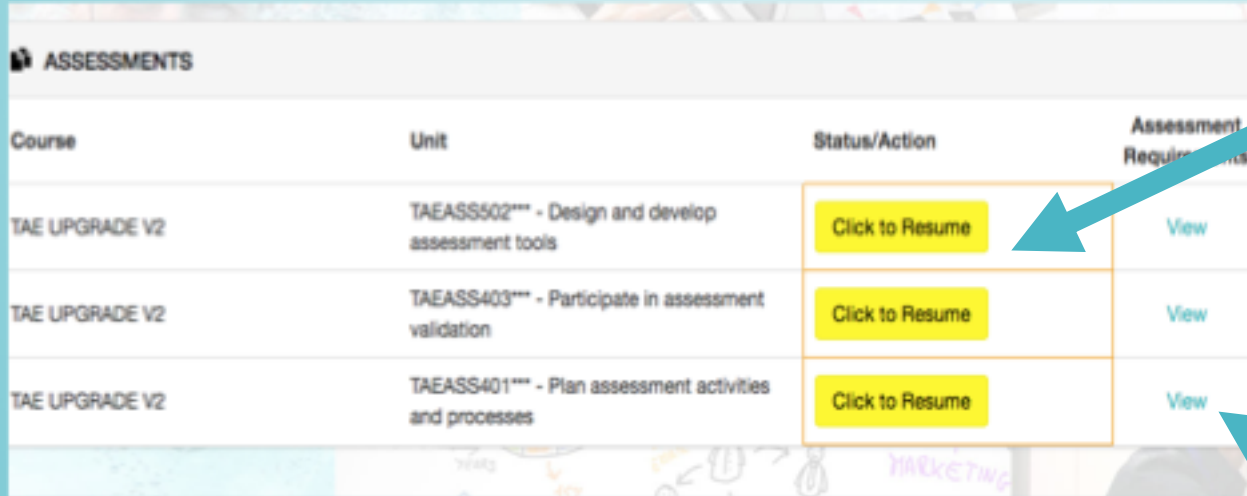
Attachments:

- Training Manual
- Unit descriptor
- Unit requirements
- TAS sample
- Student Assessment Book
- Client Feedback
- Contextualisation
- Training Needs Analysis

- I will not cheat, plagiarise or collude with any other student/s during this assessment.
- I will correctly reference all resources and reference texts throughout these assessment tasks (if required).
- I understand that if I am found to be in breach of any of the assessment rules and policies, disciplinary action may be taken against me.

☐ I agree and understand all of the above

You can leave and resume your assessments at any time

A screenshot of a web application showing a table of assessments. The table has four columns: Course, Unit, Status/Action, and Assessment Requirements. There are three rows of assessment data. Each row has a yellow 'Click to Resume' button in the Status/Action column and a blue 'View' link in the Assessment Requirements column. Two blue arrows point from the text on the right to the 'Click to Resume' and 'View' buttons respectively.

Course	Unit	Status/Action	Assessment Requirements
TAE UPGRADE V2	TAEASS502*** - Design and develop assessment tools	Click to Resume	View
TAE UPGRADE V2	TAEASS403*** - Participate in assessment validation	Click to Resume	View
TAE UPGRADE V2	TAEASS401*** - Plan assessment activities and processes	Click to Resume	View

You can leave and come back at any time.

You pick up from where you left off

It now shows 'click to resume'.

If you want to access the original pop up with all the instructions and templates click on the 'view' button under assessment requirements

Assessment Overview

Brief outline only – detailed instructions and requirements are available on the portal

Cluster 0 – Presenting skills

(full course only)

- Prepare & Deliver 2 presentations
- Review & Evaluate presentations
- Answer knowledge questions

Cluster 2 - Design Units

(full course only)

- Complete 2 training needs analysis
- Create 2 learning programs
- Answer knowledge questions

Cluster 1 – Work Skill Instruction (Enterprise Trainer Skill Set ONLY)

This is an additional elective unit

Assessment Overview

Brief outline only – detailed instructions and requirements are available on the portal

*** Cluster 3 - Assessment Units

(upgrade, full course and TAEASS502)

- Complete 5 assessment tools
- 2 of which are RPL
- Answer knowledge questions

Full course only

- Assess 5 candidates
- 1 of which is RPL

Cluster 4 – Delivery Units

(full course only)

- Prepare & deliver 3 group based training sessions
- Prepare & deliver 2 work-based learning programs
- Answer knowledge questions

Assessment Overview

Brief outline only – detailed instructions and requirements are available on the portal

Cluster 5 – Validation

(full course and upgrade)

- Case Study
- Complete 3 validations
- Answer knowledge questions

Cluster 6 - Language, Literacy and Numeracy

(upgrade, full course and TAELLN411)

- Determine LLN levels of learners, training specifications and in the workplace
- Create & deliver a Learning program to support learners LLN needs
- Answer knowledge questions

CONTACT US

More details are available on the portal to assist you or you can **contact us** through any of these support methods below

 **Help**

Our office hours are Mon-Fri 8:30am - 4:30pm AEST

P: 1300 000 TAE or 1300 000 823

E: admin@taetrainingacademy.com.au



CHAT ROOM



Every Friday The TAE Training Academy has structured open learner support and study days at our Headquarters.