



NDA

**TRAINING
TASMANIA**

TAE40116 Certificate IV in Training & Assessment

NDA Training Tasmania, in conjunction with the Workforce Coordination Project (through TasCOSS, on behalf of the social services sectors and partnering sector peak bodies ACCPA, NDS, ECA Tas Branch), are offering a fully funded Certificate IV in Training and Assessment. This is part of the Local People in Local Jobs initiative, supported by the Tasmania Government through the Department of State Growth.

There is an urgent need of Vocational Education and Training (VET) trainers and assessors in the Community Services Industry. The purpose of this program is to increase the number of qualified practitioners in areas of skills shortage in Tasmania.

The TAE40116 Certificate IV in Training and Assessment is a requirement for any individual who is delivering training and assessment services in the vocational education and training (VET) sector.

The training will be delivered in Hobart, Launceston and Ulverstone and will involve 3 x 3 days of classroom training starting in March / April 2023.

Why NDA?

NDA is a 100% locally owned and operated Registered Training Organisation (RTO) and has been providing training to the Tasmanian community for over 35 years.

Entry Requirements

Those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding the relevant units of competency or qualification. NDA requires learners to be able to fulfil the following requirements:

- Have access to a computer (with Adobe Reader, Microsoft Word and internet access)
- Have a reasonable level of language, literacy and numeracy skills
- Have an intermediate level of technology skills

How is the Qualification Delivered?

The Certificate IV in Training and Assessment is made up of 10 Units (9 Core and 1 Elective) of competency.

Face-to-face classroom sessions

The face-to-face classroom sessions have been developed to directly align to specific units in the qualification. This delivery method is undertaken in conjunction with self-paced study.



Classroom Delivery Sessions

Below is the classroom delivery schedule for the training component of the qualification.

Unit Code and Title	NDA Course	Duration
TAEDES401 – Design and develop learning programs	Learning Design	3 days
TAEDES402 – Use training packages and accredited courses to meet client needs		
TAELLN411 – Address adult language, literacy and numeracy skills		
TAEDEL401 – Plan, organise and deliver group-based learning	Training Delivery	3 days
TAEDEL402 – Plan, organise and facilitate learning in the workplace		
BSBCMM411 – Make presentations		
TAEASS401 – Plan assessment activities and processes	Assessment	3 days
TAEASS402 – Assess competence		
TAEASS403 – Participate in assessment validation		
TAEASS502 – Design and develop assessment tools		

Course Dates - 2023

Hobart

22 / 23 / 24 March
 26 / 27 / 28 April
 31 May & 1 / 2 June

Launceston

21 / 22 / 23 March
 26 / 27 / 28 April
 30 / 31 May & 1 June

Ulverstone

3 / 4 / 5 April
 8 / 9 / 10 May
 13 / 14 / 15 June



How is the Qualification Assessed?

To achieve this qualification learners are required to be found Competent in 10 units of competency. The following methods are used to gather evidence of competence:

Classroom Sessions

Session one – ‘Learning Design’ covering the following units:

- TAEDES401 – Design and develop learning programs
- TAEDES402 – Use training packages and accredited courses to meet client needs
- TAEELN411 – Address adult language, literacy and numeracy skills

Following successful completion of the Learning Design Activity Book and all associated classroom work, all units listed above shall be deemed competent.

Session two – ‘Training Delivery’ covering the following units:

- TAEDEL401 – Plan, organise and deliver group-based learning
- TAEDEL402 – Plan, organise and facilitate learning in the workplace
- BSBCMM411 – Make presentations

Following successful completion of the Training Delivery Activity Book and associated classroom work, TAEDEL402 – Plan, organise and facilitate learning in the workplace.

Session three – ‘Assessment’ covering the following units:

- TAEASS401 – Plan assessment activities and processes
- TAEASS402 – Assess competence
- TAEASS403 – Participate in assessment validation
- TAEASS502 – Design and develop assessment tools

Following successful completion of the Assessment Activity Book plus associated classroom work, TAEASS401 – Plan assessment activities and processes, TAEASS402 – Assess competence, TAEASS403 – Participate in assessment validation shall be deemed competent.

Work-based Observation / Assessment

Participants need to prepare for delivery of two consecutive 40 minutes training sessions to a group of at least eight (8) learners in a workplace for an entire unit of competency. The NDA trainer will coordinate and negotiate a suitable time for this observation to take place with each participant (observations should occur within two months of completion of session three). Observations will cover the assessment requirements for TAEDEL401 – Plan, organise and deliver group-based learning. TAEASS502 – Design and develop assessment tools and BSBCMM411 - Make presentations.

Following successful completion of the entire TAE Activity Book, plus observations of participants delivering training as listed above, participants shall be deemed competent in the three units listed above.

Next Steps

Please contact Kerrie Hansen, Workforce Coordination Project for more information –

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