

# Employer Information

## Certificate IV in Training and Assessment (TAE40122)

### What to expect

Undertaking the Certificate IV in Training and Assessment (TAE40122) will take time and commitment. This means time away from work to complete face-to-face classes. It also means time to study outside of work hours.

The course itself is funded, however, any travel, materials or technology will need to be organised by the individual. The Work Ready Team are here to help if this is a barrier.

On the upside, there will be support from peers and support from NDA – the training provider delivering the course.

### Backfill subsidy

As an employer of a Round Three participant, you may be eligible for backfill subsidy of \$380 for each face-to-face course day that your employee attends.

A claim form will be provided early in the course and a reminder near the end of the course. Payment is made at the end of the face-to-face delivery, once the form has been signed by the employer and participant and submitted to TasCOSS.

Backfill reimbursements can only be claimed if the participant has been paid to attend training, and their position has been covered.

If you think this is something you will consider claiming, please discuss with your course participant and organise release time on the class dates provided in the **NDA Information Flyer** (click to view).

### Participant leave

As an employer you may not be considering paying your participant to attend the face-to-face training for various circumstances. It is important that you and the participant communicate about this early on prior to classes commencing.

This will allow the participant to organise leave and make arrangements as needed for their work and out of work life. If you and the participant are agreeing to this arrangement, backfill subsidy for you as an employer is not an option.

Approving their leave and supporting other leave arrangements is still important to enable a successful training and completion of the course for your employee.

### Who can I speak to and discuss further?

#### Contact a Work Ready Team member:

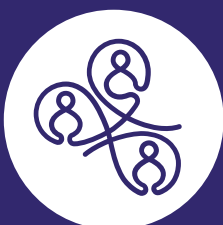
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## Workforce Coordination Project

This exhibition is part of the Local People in Local Jobs initiative, supported by the Tasmanian Government through the Department of State Growth. The Work with Purpose initiative is delivered in partnership with TasCOSS on behalf of the social services sector peak bodies and the Tasmanian peak bodies of ACCPA, NDS, ECA Tasmania Branch (contracted to Lady Gowrie Tasmania).

