



# CERTIFICATE IV IN TRAINING & ASSESSMENT

| TAE40116 |



## Summary of Qualification

The TAE40116 Certificate IV in Training and Assessment is suitable for anyone looking to enter job roles which relate to the delivery of training and assessment of competence within the Vocational Education and Training (VET) sector. This qualification 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, or as a mentor or supervisor of trainees and apprentices.

## Study Duration

### Blended Online

Students have 12 months to complete their TAE40116 Certificate IV in Training and Assessment.

### Face-to-Face Tutorials

Additional fees apply.  
See Training Package options for further information.

## Career Opportunities

- RTO trainer and assessor
- Vocational education teacher
- Training advisor
- Workplace trainer and/or assessor
- Mentor/coach

## Educational Pathways

Following the successful completion of this qualification, students may choose to further their learning pathway and complete the TAE50216 Diploma of Training Design and Development.

## Course Payment

Students can pay for their course in full or through a direct debit payment plan. Payment plans are interest free. Domestic students under the age of 18 require a parent/guardian to accept financial liability on behalf of the student.

## Government Funding

Students may be eligible for government funding for this qualification. For further information on government funding, please visit the FIT College website.

## Recognised Prior Learning

Achieve the qualification faster by using previous credit and experience. For further information, please visit [www.fitcollege.edu.au/Study/AboutUs-446/RPL-478/](http://www.fitcollege.edu.au/Study/AboutUs-446/RPL-478/)

## Nationally Recognised

This qualification is provided as Nationally Recognised Training.

## Qualification Outcome

Upon successful completion of this qualification, you will be issued with the TAE40116 Certificate IV in Training and Assessment qualification.

## Units of Competency

### Design in Vet

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

### Training Delivery

TAEDEL401	Plan, organise and deliver group-based learning
TAEDEL402	Plan, organise and facilitate learning in the workplace
BSBCMM401	Make a presentation

### Assessment Processes

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

## Course Requirements

### 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 a relevant unit of competency or qualification.

### Required General Resources

- Access to a computer or device that can connect to the internet
- Internet access with broadband plan suitable for online study
- Smartphone, camera, video camera, or device that can take pictures & record videos
- Vocational competency in their proposed teaching and assessing area

### Required Topic Resources

#### Pre-Course

- Vocational competency in their proposed teaching and assessing area.
- Students will be required to identify an RTO which will provide an avenue for work placement activities.
- The student will also be required to identify a person to act as mentor. This mentor must hold a Certificate IV in Training and Assessment, or another approved TAE qualification.

#### Design in VET

- Online training package components through training.gov.au
- Training and assessment tools based on the ACSF levels
- Training package support materials
- Real or simulated workplace
- Texts and tasks typically found in the workplace
- Specialist LLN practitioners for consultation and verification of approaches
- Workplace-specific tools, equipment, materials, and industry software packages (where applicable)

#### Training Delivery

- Online training package components through training.gov.au
- Real or simulated workplace
- A group of workplace learners to deliver simulated training (2-8 people depending on the task)
- The Workplace Health and Safety policies
- Equipment, materials, and business software packages for making a presentation
- Business technology



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## Assessment Processes

- Online training package components through training.gov.au
- Training and assessment tools based on the ACSF levels
- Training package support materials
- Real or simulated workplace
- Five candidates for assessment
- RPL policies and procedures of the organisation
- Workplace-specific tools, equipment, materials, and industry software packages (where applicable)
- Texts and tasks typically found in the workplace
- Materials used in the validation process
- Organisational policies and procedures in relation to the assessment system

## Training Package Options

TAE40116 Certificate IV in Training and Assessment	
<b>Flexible Online Delivery</b>	
Flexible online course work and Cloud Campus access are combined with industry and practical work done flexibly and self-paced. The FIT College Cloud Campus provides full access to resources that support online learning, including lectures and tutorials, cloud casts, E-Readers and tutorial videos on key topics of interest.	
<b>Study Mode</b>	Flexible Online
<b>Allowable Time</b>	12 Months
<b>Study Volume</b>	Part-time (15hrs/week)
<b>Additional Entry Requirements</b>	<p>Vocational competency in their proposed teaching and assessing area.</p> <p>Students will be required to identify an RTO which will provide an avenue for work placement activities (100 hours).</p> <p>The student will also be required to identify a person to act as a mentor. This mentor must hold a TAE40116 Certificate IV in Training and Assessment, or another approved TAE qualification</p>
<b>Workshop Delivery</b>	
Flexible online course work and Cloud Campus access are combined with face-to-face workshops, scheduled on predetermined start dates (see website) only at the Maroochydore, Queensland Campus. These are typically full-day workshops and vary in numbers depending on the program and support required.	
<b>Study Mode</b>	Blended Face-to-Face <b>Tutorials:</b> 32 x 3 hours over 16 weeks
<b>Allowable Time</b>	12 Months
<b>Study Volume</b>	Part-time (15hrs/week)
<b>Additional Entry Requirements</b>	<p>Vocational competency in their proposed teaching and assessing area.</p> <p>Students will be required to identify an RTO which will provide an avenue for work placement activities (100 hours).</p> <p>The student will also be required to identify a person to act as mentor. This mentor must hold a TAE40116 Certificate IV in Training and Assessment, or another approved TAE qualification</p>



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## TAE40116 Certificate IV in Training and Assessment Training Package Upgrade

### Flexible Online Delivery

Flexible online course work and Cloud Campus access are combined with industry and practical work done flexibly and self-paced. The FIT College Cloud Campus provides full access to resources that support online learning, including lectures and tutorials, cloud casts, E-Readers and tutorial videos on key topics of interest. Depending on the training package version of the Trainer & Assessor qualification the student holds, there will be some Credit Transfer and potential RPL applied to reduce the total amount of work towards the upgrade.

<b>Study Mode</b>	Flexible Online
<b>Allowable Time</b>	6 Months
<b>Study Volume</b>	Part-time (7hrs/week)
<b>Additional Entry Requirements</b>	Vocational competency in proposed teaching and assessing area. Previous training package qualification TAE40110 Certificate IV in Training and Assessment and currency evidence for RPL & Credit Transfer assessment.

### Workshopped Delivery

Flexible online course work and Cloud Campus access are combined with Face-to-Face workshops, scheduled on predetermined start dates (see website) only at the Maroochydore, Queensland Campus. Depending on the training package version of the Trainer & Assessor qualification the student holds, there will be some Credit Transfer and potential RPL applied to reduce the total amount of work towards the upgrade and the number of workshops the student is required to attend.

<b>Study Mode</b>	Blended Face-to-Face <b>Tutorials:</b> 4 x 3 hours over 1 week
<b>Allowable Time</b>	6 Months
<b>Study Volume</b>	Part-time (7hrs/week)
<b>Additional Entry Requirements</b>	Vocational competency in their proposed teaching and assessing area. Previous training package qualification TAE40110 Certificate IV in Training and Assessment and currency evidence for RPL & Credit Transfer assessment.

## TAELLN411 Address adult language, literacy and numeracy skills Unit

### Flexible Online

Flexible online course work and Cloud Campus access are combined with practical work done flexibly and self-paced. The FIT College Cloud Campus provides full access to resources that support online learning, including lectures and tutorials, cloud casts, E-Readers and tutorial videos on key topics of interest.

<b>Study Mode</b>	Flexible Online
<b>Allowable Time</b>	3 Months
<b>Study Volume</b>	Part-time (5hrs/week)

### Blended Face-to-Face

Flexible online course work and Cloud Campus access are combined with Face-to-Face workshops, scheduled on predetermined start dates (see website) only at the Maroochydore, Queensland Campus. These are typically full-day workshops and vary in numbers depending on the program and support required.

<b>Study Mode</b>	Blended Face-to-Face <b>Tutorials:</b> 1 x 8 hour day
<b>Allowable Time</b>	3 Months
<b>Study Volume</b>	Part-time (5hrs/week)



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## Training Package Options

TAEASS502 Design and develop assessment tools Unit	
Flexible Online	
Flexible online course work and Cloud Campus access are combined with practical work done flexibly and self-paced. The FIT College Cloud Campus provides full access to resources that support online learning, including lectures and tutorials, cloud casts, E-Readers and tutorial videos on key topics of interest.	
<b>Study Mode</b>	Flexible Online
<b>Allowable Time</b>	3 Months
<b>Study Volume</b>	Part-time (5hrs/week)
Blended Face-to-Face	
Flexible online course work and Cloud Campus access are combined with Face-to-Face workshops, scheduled on predetermined start dates (see website) only at the Maroochydore, Queensland Campus. These are typically full-day workshops and vary in numbers depending on the program and support required.	
<b>Study Mode</b>	Blended Face-to-Face <b>Tutorials:</b> 1 x 8 hour day
<b>Allowable Time</b>	3 Months
<b>Study Volume</b>	Part-time (5hrs/week)

## Assessment

Every qualification, unit of competency or skill set that is completed at FIT College will require students to undergo a number of assessment tasks, both written and/or practical. The assessment tasks are designed to confirm that the student can competently meet all elements and performance criteria as indicated in the curriculum. By successfully completing each assessment task to the standard indicated, students are ready and eligible to perform those elements in the workplace. All courses are limited to a 2-topic progress sequence. Students will only have access to study 2 topics at one time.

## Support Services

Here at FIT College, students are our number one priority. We offer 7am-7pm Education Phone Support, 24/7 Communication Log Support, Face to Face Student Support Sessions at each campus, as well as integral account services provided by our Student Services Team.

## Get in Touch

**Websites URL:** [www.fitcollege.edu.au](http://www.fitcollege.edu.au)

**General Enquiries:** [info@fitcollege.edu.au](mailto:info@fitcollege.edu.au)

**Account Enquiries:** [admin@fitcollege.edu.au](mailto:admin@fitcollege.edu.au)

**Phone:** 1300 887 017 or +61 7 5409 7070

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