

The qualification TAA40104 – Certificate IV in Training and Assessment is designed for:

- Existing trainer/assessor looking to upgrade their training qualification from the BSZ40198
- New trainer/assessors to the vocational education and training industry
- Individuals who provide training and assessment of employees within their own workplace, and who are looking to acquire Nationally Recognised Qualifications in vocational training and assessment

Those who currently hold the BSZ40198 Certificate IV in Assessment and Workplace Training qualification and who are current in their skills and knowledge will be granted Credit Transfer for units as per the table below. Receiving Credit Transfer will result in the participant not being required to attend all workshops. Refer to the Delivery Schedule for details of unit delivery.

The full TAA40104 course consists of fourteen (14) units of competency comprising of twelve (12) core units and two (2) elective units.

Cre8 Australia has developed a program that meets the requirements of the qualification, as shown below. Alternative combinations of units of competency are possible within the rules of the training package. Potential participants wishing to discuss alternative units should contact CRE8 Australia's office.

Our proposed training program is designed around three clusters of units of competency as detailed below:

**Cluster 1: Conducting Assessment in the Workplace**

TAAASS401C Plan and Organise Assessment  
TAAASS402C Assess Competence  
TAAASS403B Develop Assessment Tools  
TAAASS404B Participate in Assessment Validation

**Cluster 2: Designing Effective Learning Programs**

\*TAADEL301C Provide Training Through Instruction and Demonstration of Work Skills  
TAADEL401B Plan and Organise Group-Based Delivery  
\*TAADEL402B Facilitate Group-Based Learning  
TAADEL403B Facilitate Individual Learning  
TAADEL404B Facilitate Work-Based Learning

**Cluster 3: Creating a Dynamic Learning Environment**

TAADES401B Use Training Packages to Meet Client Needs  
TAADES402B Design and Develop Learning Programs  
TAAENV401B Work Effectively in Vocational Education and Training  
TAAENV402B Foster and Promote an Inclusive Learning Culture  
TAAENV403B Ensure a Healthy and Safe Environment

*Note: The units marked with \* are the elective units of competency in this program.*

Existing trainer/assessors who are looking to upgrade their qualifications from BSZ40198 Certificate IV in Assessment and Workplace Training will be granted Credit Transfer for the units previously attained. A certified copy of the previously issued Certificate or Statement of Attainment will be required to be retained by Cre8 Australia as will a verified CV. This copy can either be certified by a Justice of the Peace or the original presented to Cre8 Australia's trainer/assessor on enrolment, who is to note on the copy that they have sighted the original. The CV will be verified by CRE8 Australia.

The table below outlines the equivalence of BSZ98 units to the TAA40104 units:

BSZ40198 Units	Equivalence	TAA40104 Units
BSZ405A Plan and promote a training program	Direct	TAADES402B Design and develop learning programs
BSZ404A Train small groups	Direct	TAADEL301C Provide training through instruction and demonstration of work skills
BSZ406A Plan a series of training sessions	Direct	TAADEL401B Plan and organise group-based delivery
BSZ407A Deliver training sessions	Direct	TAADEL402B facilitate group-based learning
BSZ407A Deliver training sessions	Direct	TAADEL405B Coordinate and facilitate distance-based learning
BSZ401A Plan assessment	Direct	TAAASS401C Plan and organise assessment
BSZ402A Conduct assessment	Direct	TAAASS402C Assess competence
BSZ402A Conduct assessment	Direct	TAAASS301B Contribute to assessment
BSZ506A Develop assessment procedures	Direct	TAAASS403B Develop assessment tools
BSZ507A Develop assessment tools	Direct	TAAASS403B Develop assessment tools
BSZ402A Conduct assessment, BSZ405A Plan and promote a training program and BSZ408A Review training	Direct	TAATAS401B Maintain information requirements of training and/or assessment organisations

The qualification is nationally recognised and can only be delivered by a Registered Training Organisation (RTO) that complies with the governing standards of quality control and quality training and assessment.

Upon successful completion of the course assessments you will awarded a:

#### **TAA40104 – Certificate IV in Training and Assessment**

Participants who exit the training program without completing all assessments will be issued with a statement of attainment for those units in which they have demonstrated competency.

The qualification process also recognises your existing skills and knowledge. Recognition of Prior Learning (RPL) is a process where the participants existing skills and knowledge are matched against the requirements of the qualification. If the participant is assessed as already having achieved competency the course is reduced in duration. Additional information on our RPL process is available from the CRE8 Australia office.

The format for delivery/assessment is designed as a delivery program involving a combination of classroom theory sessions and written assessment work to be completed by the participant outside of the classroom environment at their own pace.

The training program is conducted in three (3) classroom blocks of two (2) days each. Each block will address one clustered group of units of competency. The delivery schedule for these clusters is:

Cluster 1 – Conducting Assessment in the Workplace

Cluster 2 – Designing Effective Learning Programs (delivered two weeks after cluster 1)

Cluster 3 – Creating a Dynamic Learning Environment (delivered two weeks after cluster 2)

Typically, two weeks separate the each cluster, however this is negotiated with the class.

To be eligible to enrol in our training programs participants must be able to read and write English to a sufficient standard to work with the supplied texts. Samples of the texts are available for review and a challenge test is possible for those who wish to confirm their English Language ability.

**Fees and Charges:** The course fee is \$xxx and includes all texts and assessment material.

Our Refund policy is also detailed in our Participant Handbook.

CRE8 Australia is flexible in the format and timing of learning and assessment activities to ensure that we provide every opportunity for participants to demonstrate their skills and abilities.

Should you need support or assistance beyond our skills we will refer you to a suitable organisation to assist you further.

Our Participant manual details our complaints and appeal procedure, our discipline policy, and our access and equity policy, including the contact for any Access and Equity issues.

CRE8 Australia offers support to all Participants with their learning needs. We can tailor the training and assessment program to assist people with learning issues and, to a more limited degree, personal issues.

#### **To Enrol**

Please contact us at:

**Ph:** (02) 9756 6789

**Web:** [www.cre8australia.com](http://www.cre8australia.com)

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Wetherill Park NSW 2164

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