

# Certificate IV in Training and Assessment

COURSE CODE	TAE40116
LOCATIONS	Warrambool, Portland
STUDY MODE	Part-time
Length	Six months
Commencement	April, June and August
Timetable	Warrambool April intake: Tuesday and Thursday evenings via virtual classroom (5.30pm – 9pm), and one Saturday a month on campus in Warrambool (9am – 4.30pm).  June intake: Tuesday and Thursday evenings via virtual classroom (5.30pm – 9pm), and one Saturday a month on campus in Warrambool (9am – 4.30pm).  August intake: Wednesday evenings via virtual classroom (5.30pm – 9pm), and one weekend a month on campus in Warrambool (Saturday and Sunday, 9am – 4.30pm).
	Portland April intake: Monday evenings via virtual classroom (5.30pm – 9pm), and Wednesday days on campus in Portland (9am – 4.30pm), each week. -

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## Course Overview

*This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.*

### Introduction

Interested in teaching others your skills?

The Certificate IV in Training and Assessment will qualify you to deliver training and assessment in the vocational education and training (VET) sector. It is also suitable for those delivering training and assessing competence in the workplace.

### What will I Learn?

You will learn the skills and knowledge to:

- Plan, develop and conduct training and assessment activities and processes
- Participate in assessment validation, contributing to continuous improvement of assessment practice
- Plan, organise and deliver learning in the workplace and group-based learning
- Locate, interpret training packages and accredited courses to design and develop learning programs
- Identify and implement strategies to address adult language, literacy and numeracy skills

### Mode of delivery

This course is delivered by a combination of virtual classes and face-to-face classes on campus.

Warrambool April intake: Tuesday and Thursday evenings via virtual classroom (5.30pm – 9pm), and one Saturday a month on campus (9am – 4.30pm).

Colac April intake: Tuesday and Thursday evenings via virtual classroom (5.30pm – 9pm), and one Saturday a month on campus (9am – 4.30pm).

Hamilton and Portland April intake: Tuesday and Thursday evenings via virtual classroom (5.30pm – 9pm), and one Saturday a month on campus alternating between Portland and Hamilton campuses. (9am – 4.30pm).

**\*Virtual classroom:** a live online teaching and learning environment where teachers and students can present course materials, engage and interact with one another, and work in groups together.

## Course Outcomes and Career Opportunities

Job roles associated with this qualification relate to the delivery of training and assessment of competence within the VET sector. Possible job titles and roles relevant to this qualification include:

- enterprise trainer
- enterprise assessor
- registered training organisation (RTO) trainer
- RTO assessor
- training adviser or training needs analyst
- vocational education teacher.

## Pathways

This qualification provides a pathway to further qualifications including:

- TAE50116 – Diploma of Vocational Education and Training
- TAE50216 – Diploma of Training Design and Development
- TAE80316 – Graduate Certificate of Digital Education
- TAE80113 - Graduate Diploma of Adult Language, Literacy and Numeracy Practice
- TAE80213- Graduate Diploma of Adult Language, Literacy and Numeracy Leadership

## Information Session

Why don't you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

[Find the next info session near you](#)

## Course Requirements

*This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.*

### Entrance requirements & pre-requisites

To apply for this course you must be able to demonstrate current vocational competency in your 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. You must also have an established level of digital literacy which will be assessed as part of the application process.

Your vocational competency will be evidenced through the completion of a vocational questionnaire undertaken with a South West TAFE Professional Education Teacher. To support this you will supply a copy of your resume, USI transcript, or vocational qualifications to be successful in your application for the course.

You are required to have access to the appropriate digital requirements of the course, including a laptop computer and the internet.

### Course requirements

To be eligible for this qualification you must successfully complete 10 units: 9 core and 1 elective.

## Units offered

### Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
TAEASS401	Plan assessment activities and processes	40	\$0.00
TAEASS402	Assess competence	25	\$0.00
TAEASS403	Participate in assessment validation	35	\$0.00
TAEASS502	Design and develop assessment tools	40	\$0.00
TAEDEL401	Plan, organise and deliver group-based learning	30	\$0.00
TAEDEL402	Plan, organise and facilitate learning in the workplace	25	\$0.00
TAEDES401	Design and develop learning programs	50	\$0.00
TAEDES402	Use training packages and accredited courses to meet client needs	25	\$0.00
TAEELN411	Address adult language, literacy and numeracy skills	30	\$0.00

### Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
BSBCMM401	Make a presentation	30	\$0.00
BSBCMM411	Make presentations	30	\$0.00
TAEDEL301	Provide work skill instruction	40	\$0.00

## Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

## After applying

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

### Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suit your needs.

### Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

### Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

## Fees

*This section gives you an overview of course fees, subsidies, and how they can be paid.*

### Course Fees

Here's an outline of fees and costs associated with your course.

**Your fees each year can be made up of 3 different elements.** Everyone has different circumstances that can affect what you pay and how much you pay. :

1. Tuition fees - charged as an hourly rate that varies from course to course. A large portion of the tuition is subsidised by the Victorian Government for eligible students.
2. Resource and/or materials costs - covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
3. Booklist items - such as textbooks, equipment and stationery recommended for your course

### Tuition fees

**There are 4 different rates of tuition fees.** Only one will apply to you (depending on your eligibility and circumstances).

1. **Government Subsidised Fee** - you could be eligible for a government-subsidised rate under the Skills First funding depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training. [Find out more about subsidised training](#)
2. **Government Subsidised Concession Fee** - If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment, you may be eligible for the concession rate. Note, the concession rate is not applicable to Diploma level courses. [Find out more about concession rates](#)
3. **If the course is a Free TAFE course or part of the Free TAFE Pathways Program** - Eligible students will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). Any resource or material costs, or booklist items for this course are listed in the table below. [Find out more about Free TAFE](#)  
[Find out more about Free TAFE Pathways Programs](#)
4. **Full fee** - If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate.

#### FIND OUT MORE ABOUT FEES AND ELIGIBILITY

The fees listed below are indicative only. The student tuition fees as published are subject to change given individual circumstances at enrolment. Funding made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect future opportunities to access additional funding in the future.

Course fees by student type	Indicative Course Fee
Government subsidised rate (if eligible)	\$2,370.00

Concession rate	\$475.00
Full fee rate (if not eligible for govt subsidy)	\$4,410.00
Additional course fees	
Indicative Course Fee	
Course consumable/materials (approximate)	\$80.00

## This is a Free TAFE course

Students who are eligible for Free TAFE place will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). The consumable fees for this course are listed in the above table.

[Find out more about Free TAFE courses and eligibility](#) or contact our Customer Service team.

## Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

## How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have [three options when organising your payment](#):

1. [Upfront payment](#) - can be made over the phone with EFTPOS
2. [Payment plan](#) - can be directly debited from your bank account, debited from your Centrelink payments or via a [VET Student Loan](#) (for diploma or advanced diploma courses only)
3. [Paid by employer, school or job network agency](#) - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of [scholarships](#) each year which you may be eligible to apply for to assist with course fees.

## Next Steps

*Ready to take the next step? Here you can [make an enquiry](#), [attend an information session](#) or [begin the application process](#).*

## How to apply

There are [five simple steps to apply for a course](#) with us.

1. **Apply** - [complete a short online application form](#). Once this form is submitted we'll send you a thank you email.
2. **Get ready** - your thank-you email will contain links to a pre-training review, to a unique student identifier and to government-subsidised training eligibility.
3. **Chat with your teacher** - your teacher or course specialist will contact you about your Pre-Training Review outcomes and additional course information.
4. **Enrol** - after chatting with your teacher, you will receive an email with your enrolment form and a link to verify your identity.
5. **Sign** - once you've completed your enrolment, you will receive a declaration form to review and sign.

If need any assistance with applying, [contact our Customer Service team](#) on 1300 648 911 or [visit your nearest campus](#).

## Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

## Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).