Certificate IV in Training and Assessment

COURSE CODE: TAE40116
LOCATIONS: Warrnambool, Portland, Hamilton, Colac
STUDY MODE: Part-time, On Campus
Length: Day class: 6 months
Evening class: 12 months
Commencement: June (evening class in Warrnambool, Portland & Colac), July (day class in Warrnambool & Hamilton)

Timetable:
- Day class: 1 day per week plus an optional weekly workshop
- Night class: 1 evening a week plus an optional weekly workshop

Hamilton & Portland classes will be delivered via Smart Classroom. The teacher may not always be physically present and may teach via video conferencing.

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 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

Warrnambool: classroom
Portland, Hamilton and Colac: Smart Classroom

In 2019 the Certificate IV in Training and Assessment classes at Hamilton, Portland and Colac will be delivered via Smart Classroom. For Hamilton students, it will be a day class, and at Portland and Colac, it will be a night class.

The Smart Classroom delivery mode allows you to attend and actively participate in classes, interact with other students and the teacher through video conference, build your understanding of how digital technologies can be used in training and education, while at the same time reducing the need for travel – especially at night. Although it is not quite the same as having a teacher in the class with you, the teacher will be available to answer any questions live and in real-time. Teachers are also able to assist students outside of class times via phone and email.

Additional support for this course will also be provided via regular optional daytime workshops at the Warrnambool Campus throughout the course. A teacher will be available to work in person with students, and participants from Hamilton, Portland and Colac are welcome to attend.
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 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 have recent (within the last 2 years) employment or volunteer experience in their vocational field. You must also have an established level of digital literacy which will be assessed as part of the application process.

South West TAFE requires you to hold a current, recognised and formal vocational qualification in the area in which they are seeking to train.

Course requirements

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

Units offered

Core Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Unit Hours</th>
<th>Unit Consumables</th>
</tr>
</thead>
</table>
## Elective Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Unit Hours</th>
<th>Unit Consumables</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMM401</td>
<td>Make a presentation</td>
<td>30</td>
<td>$29.00</td>
</tr>
</tbody>
</table>

### Pre-training review

The pre-training review assists SWTAFE staff to determine whether this course is the most suitable for you at this time, and also identify any support needs you may require once you commence your studies. It takes about an hour to complete. Once you apply for your chosen course a link to the pre-training review will be emailed to you.

### Skills Recognition

Your current skills, knowledge and experience can contribute to help you get a qualification. Learn more about skills recognition and how it may benefit you [here](#).

### Unique Student Identifier

If you are studying nationally recognised training in Australia, you are required to have a Unique Student Identifier (USI). Your USI links to an online account that contains your training records and results for training completed from 1 January 2015 onwards. One of the main benefits of the USI is the ability to provide you with easy access to your training records and results throughout your life and this will assist you when applying for a job or enrolling in further study. You are required to have a USI at the time of enrolment – especially if you want to use VET Student Loans to defer your fees. To apply online or get more information go to [www.usi.gov.au](http://www.usi.gov.au).

### 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.
Fees

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

Maximum Consumables/Materials Fees

Maximum Consumables/Materials Fees are made up of course consumables, core unit consumables and the maximum elective units you will pay. Final costs will be determined at enrolment.

Course Fees

Everyone has different circumstances that can affect what you pay and how much you pay. Your fees each year are made up of 2 different elements:

- Tuition fee
- Consumables/material fee

There are 3 different rates of Tuition fees. Only one will apply to you depending on your eligibility and circumstances. The 3 categories include:

- Government subsidised
- Government subsidised (concession)
- Full fee

The fees listed below are indicative only and may be subject to change without notice and given individual circumstances. Your actual fees will be calculated based on your individual circumstances at the time of 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.

<table>
<thead>
<tr>
<th>Student type</th>
<th>Indicative Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government subsidised rate (if eligible)</td>
<td>$2,145.00</td>
</tr>
<tr>
<td>Concession rate</td>
<td>$430.00</td>
</tr>
<tr>
<td>Full fee rate (if not eligible for govt subsidy)</td>
<td>$3,995.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fee type</th>
<th>Indicative Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Consumable/Materials Fee</td>
<td>$290.00</td>
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</table>

Which fee applies to me?

**Skills First Exemptions**

Government eligibility exemptions for TAFE via Skills First funding gives you greater access to study with TAFE at an affordable price.

The good news is, that there are now a reduced number of criteria for you to meet in order to be eligible for a Government subsidy. If you don’t meet those criteria you will be a full fee paying student.

**Government Subsidised Fee**

You meet all Skills First eligibility criteria but DO NOT hold a current healthcare or pension card, OR you are eligible for a Skills First exemption.

**Concession Fee**

You meet all eligibility criteria AND hold a current healthcare or pension card, that you can provide at enrolment. It’s important to note that the concession rate is only applicable for Certificate I to Certificate IV courses and students who have declared their ATSI origin.

**Full fee**

Full fees only apply to the few students who do not meet the Skills First eligibility criteria, do not qualify for an exemption or are enrolling in course
that is not government subsidised.

Check your fees eligibility here.

How do I pay my fees?

Unless an alternative fee payment method is approved, your course fees are required to be paid upfront and in full at the time of enrolment. If your personal circumstances mean that payment in full is not possible, then you may be able to pay your fees by

- Payment Plan
- Centre Pay
- VET Student Loan (Diploma & Advanced Diploma only)

SWTAFE offers a range of scholarships each year which you may be eligible to apply for to assist with enrolment fees.

Next Steps

Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.

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.

Careers and Course Advice

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

Our Pathfinders 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. Call, email or drop in.

Call 5564 8515 or email skillsandjobscentre@swtafe.edu.au

Apply Now

Apply now for a place in our next course intake. Places for courses are limited, so it’s best to get in soon so you don’t miss out. You’ll need to complete an application form which you can do online here or by speaking with our Customer Service team. We invite you to come and see us at one of our campuses in Warrnambool, Colac, Portland or Hamilton and a team member will ensure you are taken care of.

If you have any questions regarding the application process please chat to our Customer Service team on 1300 648 911.