TAE40110 Certificate IV in Training & Assessment  |  Course Overview
Welcome to the Certificate IV in Training & Assessment

Congratulations on taking this important step towards a rewarding career in Training and Education Industry. We hope that the Certificate IV in Training and Assessment (TAE40) will be a rich and valuable learning experience for you.

This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector.

Achievement of this qualification or an equivalent by trainers and assessors is a requirement of the Standards for NVR for RTO’s 2012 Standard 15.4.

This qualification, or the skill sets derived from units of competency within it, 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.

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.

The Certificate IV in Training and Assessment is a nationally recognised qualification and is widely considered within the industry as a valuable foundation for individuals seeking to pursue their interest in the fields of training and education. We offer a choice of two (2) electives so that you can tailor your course to your career aspirations.

Assessments for this course are a combination of written reports, portfolio of workplace documentation, case studies, digital recordings and knowledge tests. These assessments will assist you to gain the necessary skills and knowledge required to gain a sound understanding of this course. You will need access to an RTO or simulated workplace to complete your assessments. We hope that the assessments will contribute significantly to your learning experience as part of this course.

Given that this course deals with complex adult education principles, it can be academically challenging for students. I would encourage you to make the most of the support services available to you as you progress through this course. In particular our expert trainers in this area who have years of experience in this industry. I would also encourage you to actively participate in the online course forum available in OpenSpace. The course forum can assist you in overcoming the isolation of studying online while also enabling you to learn from your fellow students.

This Course Overview provides some important background information on your course. You should also read the Open Colleges Student Handbook, which contains additional information about studying with Open Colleges.

I wish you all the very best in your studies.

Paula Irvine
Head of Faculty, Business, Finance & Accounting
About the Certificate IV in Training and Assessment

The nationally recognised Certificate IV in Training and Assessment TAE40110 is part of the Training and Education (TAE10) training package (revision number: 2). Total number of units: 10 which comprises: 7 Core plus 3 Elective units of competency.

We offer our students a choice of two (2) electives, depending on their desired field of training delivery. The course includes the following Units of Competency: **(C) Core Unit  (E) Elective Unit**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>TAEDES402A</td>
<td>Use training packages and accredited courses to meet client needs (C)</td>
</tr>
<tr>
<td>TAEDES401A</td>
<td>Design and develop learning programs (C)</td>
</tr>
<tr>
<td>TAEDEL402A</td>
<td>Plan, organise and facilitate learning in the workplace (C)</td>
</tr>
<tr>
<td>TAEDEL401A</td>
<td>Plan, organise and deliver group-based learning (C)</td>
</tr>
<tr>
<td>TAEASS401B</td>
<td>Plan assessment activities and processes (C)</td>
</tr>
<tr>
<td>TAEASS502B*</td>
<td>Design and develop assessment tools (E)</td>
</tr>
<tr>
<td>TAEASS403B</td>
<td>Participate in assessment validation (C)</td>
</tr>
<tr>
<td>TAEASS402B</td>
<td>Assess competence  (C)</td>
</tr>
<tr>
<td>TAEDEL301A</td>
<td>Provide work skill instructions</td>
</tr>
<tr>
<td>TAEDEL404A</td>
<td>Mentor in the workplace</td>
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<tr>
<td>TAEDEL501A</td>
<td>Facilitate e-learning (E)</td>
</tr>
<tr>
<td>TAEDEL403A</td>
<td>Coordinate and facilitate distance-based learning (E)</td>
</tr>
<tr>
<td>BSBCMM401A</td>
<td>Make a presentation (E)</td>
</tr>
<tr>
<td>BSBLED401A</td>
<td>Develop teams and individuals (E)</td>
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*The elective unit ‘TAEASS502B Design and develop assessment tools’ is compulsory in the Open Colleges course.

For more information on the Units of Competency visit [www.training.gov.au](http://www.training.gov.au)
Course Duration and Time Commitment

The Certificate IV in Training and Assessment has a maximum duration of 12 months. Our courses are designed to enable you to study at your own pace within this timeframe.

Progression through the course is dependent on your background experience and knowledge, combined with your ability to commit time to complete the course materials and assessments.

As a general guide, if you are planning to complete the course in 12 months you will need to devote approximately 6 hours per week to complete the necessary readings, workbooks and assessments.
The Course and OpenSpace

Training is delivered by distance education online. Learning is supported by trainers who provide real time feedback at designed times throughout the course.

Students will be required to demonstrate actual training events and presentations via video streaming. Please refer to the Digital Recording Handbook in OpenSpace.

Students will need to have access to a simulated workplace if they are not currently employed by an RTO or have access to an RTO. A simulated workplace is an RTO or another organisation where you are able to simulate the various tasks that are required for assessment. Alternatively, you can use the Toolbox or Case Studies in OpenSpace.

In OpenSpace you will find:

- **Course discussion forum.** This is where you can make contact with fellow students and trainers to share ideas, study tips and information.

- **News forum.** Your trainer will use the news forum to provide updated information, relevant newspaper or journal articles and so on.

- A section that allows you to scan and upload your assessments using OpenSpace. See point 4 below in Getting Started.

- An email link to message your trainer.

- An email link to message student support.

- Additional resources including a Powerpoint presentation that supplement the training materials.
Getting Started and Course Progression

The Units of Competency are grouped together into study periods. This information is provided in the Order of Studies, which was sent to you together with your Welcome Pack.

Five easy steps to get started:

1. Familiarise yourself with OpenSpace.
   The Student Lounge in OpenSpace includes great resources on how to navigate and use OpenSpace. There is an OpenSpace Training Guide as well as useful videos on how to perform different activities, such as uploading assessments. If you have any questions about OpenSpace or your course, check out the FAQs section in OpenSpace.

2. Start your first Study Period. Start by reading the Student Workbook for the first study period and completing the various learning activities. The learning activities are not formally assessed, however they are a useful tool to augment your understanding of the course content.

3. Complete your assessments. Once you have completed the Student Workbooks and formative assessments and feel confident with the content covered, you are ready to attempt the first assessment. See below for more information on assessments.

4. Submit your assessments. Once you have completed an assessment, you use the upload link in OpenSpace to submit the assessment to the Trainer for marking. The Trainer will review and mark your assessment and provide you with feedback. Information about the marking process, timeframes and grades is available in the Assessment Policy & Procedure available on the Open Colleges website.

5. Move on to the next Study Period. On successful completion of your assessments, you will then progress to the next Study Period.
Each Unit of Competency requires the completion of different Assessments. Within the IV in Training and Assessment, these include:

- **Written reports** – these assessments enable you to demonstrate abroad understanding of theories and practices.

- **Case studies** – these case studies require you to apply your knowledge of the delivery of training and assessments, rules and legislations, theory and practices to hypothetical situations within the Vocational Education and Training (VET) sector.

- **Workplace documentation** – these reports are important to demonstrate your understanding of the delivery of training and assessment of competence within the VET sector.

- **Knowledge tests** – these tests are designed to test the depth of your knowledge of key principles of training and assessing and the underlining knowledge required of a VET practitioner.

- **Practical demonstrations** - these are designed so that the trainer can observe and assess your practical skills. Demonstrations such as a presentation will be recorded and loaded directly into OpenSpace.

The Open Colleges Student Handbook provides important advice and guidance to students on all aspects of the course and studying with Open Colleges. This handbook is available on the Open Colleges website.
Student Support

The Certificate IV in Training and Assessment can be both academically and personally challenging. The following people and teams are available to help and support you through the course:

- **Your Trainer** – A Trainer is allocated to each Study Period. Your Trainer is able to answer any questions you have regarding the course content or assessments in that Study Period. You contact your trainer using the trainer messaging link in OpenSpace. The Trainer will also facilitate Forum discussions with students. The Trainer will mark your assessments and provide feedback to you.

- **Student Support Team** – The Open Colleges Student Support Team is ready and willing to help you with any administrative queries that you may have regarding your course or enrolment with Open Colleges. The Student Support Team can be contacted by using the student support messaging link in OpenSpace, by email at studentsupport@opencolleges.edu.au or by phone on 1300 650 011.

- **Learning Support Team** – Open Colleges Learning Support team are available by request to assist in getting you started with your course. The Learning Support Team can provide additional support in OpenSpace navigation, understanding how to commence your studies, academic writing and referencing skills as well as time management. To request additional support please contact Student Support to be referred onto the Learning Support team.
Getting the most out of the course

Two of the biggest challenges that distance learning students face are isolation and lack of motivation. Studying online can lead students to be disconnected from their peers. At the same time, the absence of peer and trainer interaction can lead to lower levels of motivation and commitment to the course.

To help overcome these barriers, we would strongly encourage you to:

- **Engage in the Course Forum.** The Course Forum in OpenSpace enables you to engage with your Trainer and fellow students. It is an important opportunity to share your learning experiences and reflect on the course materials. By actively participating in the Course Forum, you will become part of the virtual community. This acts as an important support network as you progress in your studies.

- **Find a Study Buddy.** OpenSpace includes the ability for you to find a Study Buddy studying the same course near to where you live. A Study Buddy can be important in maintaining motivation and engagement through the course and provides a useful sounding board for ideas and issues that may emerge during the course.

Good luck and enjoy your studies.