



NDA TRAINING TASMANIA

Hobart | Launceston | Ulverstone

03 6334 4910 www.nda.com.au

## **About NDA**

NDA is a registered training organisation (provider number 60034) offering training and assessment in a wide range of areas. NDA has been in operation for over 35 years and is 100% locally owned and operated.

NDA operates in accordance with the Standards for Registered Training Organisations (2015), and has obligations to ensure that all training and assessment offered:

- Provides a quality outcome for learners,
- Meets the requirements of the Standards for Registered Training Organisations (2015), and
- Provides AQF certification documentation.

Training results in qualifications and statements of attainment that are recognised and accepted by industry and other educational institutions throughout Australia.

The following information is provided to enable you, as a potential learner, to make an informed choice. Before enrolling in any training and assessment services, you need to consider if it is the right qualification for you and your needs, and if the delivery methods, schedule, fees and requirements are right for you. The following information is provided to assist with your decision making. If you have any further questions about this qualification, please contact NDA on (03) 6334 4910.

## Why choose us?

NDA provides FREE access to all relevant NDA training courses that align to units on the training plan. No other RTO provides this service, and few provide face-to-face training with qualifications.

An NDA assessor will be assigned to you and will provide support through the entire qualification.

NDA offers flexible training options to suit the needs of both the business and the individual, including face-to-face training and assessment, self-paced learning resources, and access to online services.

NDA has professionally equipped training centres in Hobart, Launceston and Ulverstone providing a consistent service state-wide.

# Support available for learners

NDA provide support in accessing the following services:

- Learning support
- Travel and allowance subsidy for training
- Counselling
- Housing assistance
- Financial management assistance

Please talk to your assessor, for more information.

## Course overview

The TAE40122 Certificate IV in Training and Assessment reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector.

### **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.

NDA will require a copy of a current resume and or certificates/statements of attainments to support the above on enrolment.

NDA strongly recommends learners to have the following requirements outlined below:

- Have access to a computer (with Adobe Reader, Microsoft Word and Google)
- Have a reasonable level of language, literacy and numeracy skills
- Have an intermediate level of technology skills
- Have at least two years of vocational experience

Examples of job roles for learners wanting to undertake this qualification may include, but are not limited to: Trainer, Enterprise Trainer and Assessor, Learning Product Developer, Assessor (Training), Enterprise Trainer.

## Volume of learning

The Australian Qualifications Framework (AQF) volume of Learning Indicators, provide a starting point for the amount of training provided for a qualification at an AQF Level (4) Certificate, and states the following volume of Learning:

Certificate IV 0.5-2 years approximately 600-2400 hours\*

\*This indicator is designed to be a starting point only and many factors can affect the amount of training required.

You are given 12 months to complete the Certificate IV in Training and Assessment qualification. Extensions for qualification completion are available upon request to our RTO Administrator where learners can supply sufficient reasoning or alternatively you may complete the qualification early. Additional fees may apply.

You will be expected to complete additional work back at your workplace in between workshops.

# Suspensions, extensions and cancellations

Information on the suspension, extension and cancellation processes and who you should contact can be found in the Student Information Guide which you have also been provided with in your induction pack. Additional fees may apply.

# How is the qualification delivered?



## Face to Face Classroom Sessions

The face-to-face classroom sessions are training courses that have been developed to directly align to specific units in the qualification. This delivery method is undertaken in conjunction with self-paced study.

With this delivery method, you will have access to many avenues of support including:

- Ongoing email support
- Telephone support
- Regular administration contact

# **TAE40122 Certificate IV in Training and Assessment units**

The below outlines the classroom delivery schedule for the training component of the qualification. The units should be completed in the following order.

Unit Code and Title	Core (C) Elective (E)	NDA Course	Duration
BSBAUD412 – Work within compliance frameworks	E	Workshop 1 VET Introduction	2 days
TAEPDD401 – Work effectively in the VET sector	С		
TAEDES411 – Use nationally recognised training products to meet vocational training needs	С	Workshop 2 Learning Design	3 days
TAEDES412 – Design and develop plans for vocational training	С		
TAEDEL311 – Provide work skill instruction	E		
TAEDEL411 – Facilitate vocational training	С	Workshop 3 Training Delivery	3 days
TAEDEL412 – Facilitate workplace-based learning	E		
TAEDEL414 – Mentor in the workplace	E		
BSBTEC303 – Create electronic presentations	E		
BSBCMM411 – Make presentations	E		
TAEASS412 – Assess competence	С	Workshop 4	4 days
TAEASS413 – Participate in assessment validation	С	Assessment	
Training Delivery observations:  Learners will attend three days following delivery of the classroom training sessions to undergo assessment.  Participants will be required to deliver a Training Session (3 x 30m) to the group.		Workshop 5 Observation	3 days

# How is the qualification assessed?

To achieve this qualification learners are required to be found Competent in 12 units of competency. The following methods are used to gather evidence of competence.

The training plan completed upon induction outlines the training and assessment methods for each unit of competency. The induction will be carried out during the first day of training.

#### NDA TAE Course

- 1. Workshop one VET Introduction
- 2. Workshop two 'Learning Design' covering the units listed in the previous table.
- 3. Workshop three- 'Training Delivery' covering the units listed in the previous table.
- 4. Workshop four 'Assessment' covering the units listed in the previous table.
- 5. Workshop five Work-based delivery / assessment:

You will be expected to complete additional work back at your workplace in between workshops. This work will also form part of the assessment process.

Upon completion of session three, participants will attend a three-day training and assessment session.

Following successful completion of the entire TAE Activity Book, plus observations of participant delivering training and assessing competence as listed, the participants shall be deemed competent in all units listed above.

## **RPL Portfolio**

Learners may submit a portfolio of recognition of prior learning (RPL) evidence to the assessor for assessment relevant to the unit of competency.

\*There may be an additional cost for this service, depending on the volume of work required by the trainer.

# **Payment**

Fees charged by NDA include all resources, training and assessment services *including* attendance at *relevant NDA training courses*.

Total Course Fee: \$5,490

## Fee for Service

The invoicing structure for fee for service clients is as follows:

**First Instalment – \$2,000** (\$1,500 plus a \$500 enrolment fee)

This is invoiced upon enrolment and includes a \$500 non-refundable enrolment fee.

#### Second Instalment - \$1,500

This is invoiced in the month of the Cluster 1 training block.

#### Third Instalment – \$1,500

This is invoiced in the month of the Cluster 2 training block.

#### Final Instalment – \$490

This is invoiced in the month of the Cluster 3 training block.

## Fee for Service - Payment Plan

NDA can offer a monthly payment plan for Learners who are self-unded, by negotiation.

Monthly payments can be invoiced as follows: 12 payments @ \$457.50

#### User Choice Funded

The TAE qualifications is partially funded under the Department of State Growth User Choice Funding scheme for eligible participants, however, there is a gap fee payable of \$2,500. The employer contribution is invoiced as follows:

**First Instalment – \$2,000** (\$1,500 plus a \$500 enrolment fee)

This is invoiced upon enrolment and includes a \$500 non-refundable enrolment fee.

#### Second Instalment - \$500

This is invoiced in the month of the Cluster 1 training block.

## Refunds

NDA's refund policy can be found on our website www.nda.com.au

## **Skill Sets**

### TAESS00020 - Workplace Trainer Skill Set

The following two units form the Workplace Trainer Skill Set:

- TAEDEL411 Facilitate vocational training
- TAEDEL412 Facilitate workplace-based learning

The Workplace Trainer Skill set can be completed by attending part of the Workshop 3.

#### TAESS00019 - Assessor Skill Set

The following three units form the Assessor Skill Set:

- TAEASS412 Assess competence
- TAEASS413 Participate in assessment validation
- TAEDES411 Use nationally recognised training products to meet vocational training needs

The Assessor Skill Set can be completed by attending part of the Workshops 2 and 4.

Please enquire with NDA on 03 6334 4910 for more information on Skill Sets.