



NDA

TRAINING
TASMANIA



TAE40122

Certificate IV in Training and Assessment

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

Course overview:

TAE40122 – Certificate IV in Training and Assessment

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 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

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.

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.

Training courses

One of the benefits of undertaking a qualification with NDA is the opportunity to attend NDA training courses that are aligned to your qualification at no extra cost. Attendance is always on a 'waitlist' basis until we can confirm there are enough participants to run the course. You will be notified a week prior to the course if it is not going ahead.

Any cancellation or transfers by the trainee 5 or less working days prior to the course will incur a \$50 cancellation fee. The cancellation fee may be waived upon presentation of a doctor's certificate. For any cancellations or transfers please contact our Client Services Officer directly.

TAE40122 Certificate IV in Training and Assessment units

The Certificate IV in Training and Assessment is made up of 12 units of competency - 6 Core and 6 Elective units.

The 6 elective units in the qualification may be chosen from the elective list below or:

- 2 units may be from any other from any currently endorsed Training Package or accredited course at Certificate III or above (with a maximum of 1 at Level III).

	Unit Code	Unit Title
Core units	TAEASS412	Assess competence
	TAEASS413	Participate in assessment validation
	TAEDEL411	Facilitate vocational learning
	TAEDES411	Use nationally recognised training products to meet vocational training needs
	TAEDES412	Design and develop plans for vocational training
	TAEPDD401	Work effectively in the VET sector
	Electives	BSBTEC303
TAEDEL311		Provide work skill instruction
TAEDEL412		Facilitate workplace-based learning
TAEDEL414		Mentor in the workplace
BSBAUD412		Work within compliance frameworks
BSBCMM411		Make presentations

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

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	NDA Course	Duration
BSBTEC303 – Create electronic presentations	<i>Cluster 1</i> Learning Design	3 days <i>(consecutive)</i>
TAEPDD401 – Work effectively in the VET sector		
TAEDES411 – Use nationally recognised training products to meet vocational training needs		
TAEDES412 – Design and develop plans for vocational training		
TAEDEL311 – Provide work skill instruction	<i>Cluster 2</i> Training Delivery	3 days <i>(consecutive)</i>
TAEDEL411 – Facilitate vocational training		
TAEDEL412 – Facilitate workplace-based learning		
TAEDEL414 – Mentor in the workplace		
BSBCMM411 – Make presentations		
BSBAUD412 – Work within compliance frameworks	<i>Cluster 3</i> Assessment	3 days <i>(consecutive)</i>
TAEASS412 – Assess competence		
TAEASS413 – Participate in assessment validation		
<i>Training Delivery Session:</i> 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.	<i>Cluster 4</i> Assessment Days	3 days <i>(consecutive)</i>

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. Cluster one – ‘Learning Design’ covering the units listed in the previous table.
2. Cluster two – ‘Training Delivery’ covering the units listed in the previous table.
3. Cluster three – ‘Assessment’ covering the units listed in the previous table.
4. Cluster four - Work-based delivery / assessment:

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**

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.

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.

Refunds

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

TAE40116 upgrade to TAE40122

NDA will be delivering upgrade options for those Learners who already hold TAE40116. The upgrade will be offered in the form of a gaps assessment based on the submission of RPL documentation. There will be eligibility criteria for any Learners wishing to apply for the upgrade which will include recent experience working in an RTO.

NDA is in the process of developing the upgrade tool and will provide more information in the coming few weeks. If you are interested in the upgrade option, please give your details to our admin staff and they will provide you the information once it is finalised.

We plan to offer the upgrade option from April 2024.

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 Cluster 2 training days.

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 Cluster 1 and 3 training days.

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