TAE40122
CERTIFICATE IV IN TRAINING AND ASSESSMENT

COURSE INFORMATION PACK
(VERSION 1.1)

MRWED TRAINING AND ASSESSMENT
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OVERVIEW

The *TAE40122 Certificate IV in Training and Assessment* reflects the roles of entry-level vocational education and training (VET) teachers, trainers and assessors who are delivering training services to vocational learners and assessment services to candidates.

The roles may be undertaken by those working in registered training organisations (RTOs), enterprises, community organisations, schools and other VET provision contexts.

This qualification meets the minimum education requirement for trainers and assessors operating without supervision under applicable VET legislation, frameworks and/or standards. The qualification is the successor to the *TAE40116 Certificate IV in Training and Assessment.*

ENTRY REQUIREMENTS

Those entering this qualification must be able to demonstrate **vocational competence** in their proposed training and assessing area. Vocational competence is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification.

PUT YOUR INDUSTRY SKILLS TO WORK WITH TAE40122

COURSE STRUCTURE

There are 12 units in the TAE40122 Certificate IV in Training and Assessment. These are divided into **6 core units** and **6 elective units**. MRWED's standard TAE40122 program allows learners to build upon a series of 'stackable' skill sets. This will enable them to advance their skills and knowledge in 'bite-sized' stages, whilst having the opportunity to acquire a range of relevant credentials over their journey. It will also support the aim of entry-level trainers and assessors to work under supervision, prior to attaining their full qualification.

With this in mind, MRWED have divided the **TAE40122 Certificate IV in Training and Assessment** into the following clusters:

INTRODUCTION TO VET CLUSTER

FACILITATION SKILLS CLUSTER

ASSESSOR SKILLS CLUSTER

ONLINE AND DISTANCE EDUCATION CLUSTER

OR

SUPPORTING WORK-BASED LEARNING CLUSTER

DETAIL

INTRODUCTION TO VET

- **TAEPDD401 Work effectively in the VET sector** (core)
- **TAEDEL311 Provide work skill instruction** (elective)
- **BSBAUD412 Work within compliance frameworks** (elective)
- **BSBCMM411 Make presentations** (elective)

The Australian Vocational Education and Training (VET) system is competency-based, outcomes-focused, and designed to deliver workplace-specific skills and knowledge to suit a wide range of industries. In this cluster, participants will develop an understanding of the regulatory and operational context of VET and build an awareness of how to operate effectively within its compliance-based structure. This will involve examining the systems, frameworks and training products used to create vibrant experiences for learners and work-ready skills for industry. Furthermore, the key stakeholders involved in the sector and how they influence success will be highlighted. From here, participants will be introduced to foundational design and delivery concepts and will have the opportunity to practise the preparation and presentation of simple session plans, with a specific focus on the demonstration of work skills. This will involve delivering multiple sessions both one-to-one, as well as to small groups, which will help to build confidence and support new insights into the different approaches required. Finally, participants will reflect upon their own performances and produce a plan focused on improving their professional practice within the VET environment.

By the end of this cluster, participants will have completed the requirements of the *TAESS00028 Work Skill Instructor Skill Set*.

FACILITATION SKILLS CLUSTER

- **TAEDES412 Design and develop plans for vocational training** (core)
- **TAEDEL411 Facilitate vocational training** (core)

Effective facilitation skills help trainers to create positive and engaging experiences for their learners, which can lead to increased retention and better outcomes. In this cluster, participants will advance their design and delivery skills by using a nationally recognised training product, or similar standard, as the basis for planning, preparing, and facilitating face-to-face vocational training. This involves documenting a series of session plans to be delivered to both individual learners and groups of learners, as well as using and customising existing plans and resources to facilitate the training. Participants will also learn how to frame their sessions to reflect the needs and characteristics of learners to create more relevant and meaningful training. A range of best-practice facilitation techniques and learning activities will be modelled to support participants in creating sustainable learner engagement.

By the end of this cluster, participants will have completed the requirements of the *TAESS00021 Facilitation Skill Set*.

ASSESSOR SKILLS CLUSTER

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

Assessment plays a critical role in verifying learner competence and underpins the integrity of Australian VET qualifications. In this cluster, participants will analyse and use nationally recognised training products as the basis for planning, preparing for and conducting competency-based assessment. This includes accessing a training and assessment strategy (TAS) to guide the process, preparing learners to be assessed, customising assessment where appropriate, gathering quality evidence, making assessment judgements, and completing the relevant recording and reporting functions. All in all, participants will conduct a total of six assessments, with at least one of these being via recognition of prior learning (RPL). They will also contribute to the validation of assessment tools prior to conducting assessment and be involved in the post-assessment validation of practices and judgements. Finally, participants will explore how to improve their own assessment practice based on self-reflection and learner feedback.

By the end of this cluster, participants will have completed the requirements of the *TAESS00019 Assessor Skill Set*.

ONLINE AND DISTANCE EDUCATION CLUSTER

- **TAEDEL405 Plan, organise and facilitate online learning** (elective)
- **TAEASS404 Assess competence in an online environment** (elective)
- **TAEDEL413 Facilitate distance-based training** (elective)

The delivery of training and assessment via online and distance modes is well-established in the VET sector. However, they often require different skills, methodologies, and resources than those used in a face-to-face context. In this cluster, participants will learn how to plan, organise, and facilitate dynamic online learning for individuals and groups, and assess the competence of these learners within an online environment. They will also build an awareness of the nuances between online training development and the transformation of training content into captivating 'offline' (distance-based) options. Common tools that can be used to promote interaction and collaboration amongst learners will be highlighted, together with suitable methods to facilitate feedback and support. Further to this, participants will have the opportunity to expand their online and distance capacity through the facilitation of both live (synchronous) and self-paced (asynchronous) activities.

By the end of this cluster, participants will have completed the requirements of the *TAESS00023 Online Learning and Assessment Skill Set*.
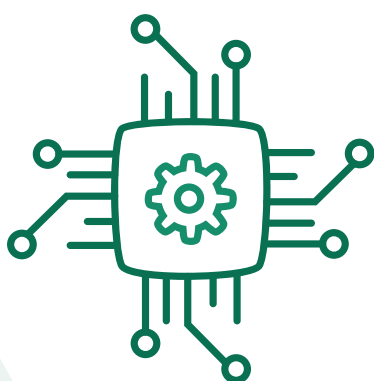
SUPPORTING WORK-BASED LEARNING CLUSTER

- **BSBHRM413 Support the learning and development of teams and individuals** (elective)
- **TAEDEL412 Facilitate workplace-based learning** (elective)
- **TAEDEL414 Mentor in the workplace** (elective)

This cluster is firmly focused on delivering training within a workplace setting and acknowledges the important contribution that learning professionals make to the upskilling of the workforce. Firstly, participants will learn how to determine individual and team development needs in the workplace. This will involve collecting data on performance and working collaboratively with learners to identify areas for improvement. From here, the focus moves to the creation of suitable work-based learning pathways to satisfy the identified needs. This will include implementing existing learning plans and resources based on established standards, as well as customising sessions to meet any unique requirements uncovered. Following this, participants will hone their skills in mentoring and will practise developing a professional mentoring relationship with individuals in the workplace. This will involve negotiating and documenting an agreed mentoring plan with at least one (1) mentee, before facilitating at least (3) three mentoring sessions. Finally, participants will monitor and evaluate the various workplace learning solutions they have implemented.

By the end of this cluster, participants will have completed the requirements of the ***TAESS00020 Workplace Trainer Skill Set*** (providing they have successfully completed TAEDEL411 from Facilitation Skills cluster).

THE LEARNING JOURNEY

In a competency-based training environment, which is centred on demonstrated competence against industry-defined standards of performance rather than strict course durations, students aren't required to study for a specified number of weeks or months. **Competency-based training** is the concept that individuals learn at different rates, through different modes and in different environments. As such, there will be great diversity in each student's course duration, based on their individual needs, prior experiences and time available to devote to study. MRWED will work with prospective learners to create a schedule that is appropriate to them, which offers the best chance of success.

When scheduling the learning journey, we suggest that students pace their program to give themselves sufficient time between each cluster to reflect on and absorb the knowledge components of the course and to practise the skills needed in a range of contexts.

We provide up to **12 months** for an enrolment period to allow adequate time for a learner to complete the required work. Further to this, MRWED offers flexible scheduling options, so our learners have the choice to bring a cluster forward if they have completed quicker than expected or push one back if they are not quite ready to proceed to the next stage of the program. Please note, an administration fee may apply for non-attendance or the rescheduling of a session at late notice.

REINFORCEMENT AND EXTENSION

Reinforcement activities have been included to strengthen learners' understanding of the key content and enhance their application of skills. This includes participation in research tasks, involvement in practice exercises and contributions to reflective activities.

Each cluster has a suite of resources designed to both complement and extend the learning. In addition to their formal learning guides, participants will have access to a wide range of additional material including fact sheets, sample templates, industry articles, videos, podcasts and structured webinars.

FACE-TO-FACE LEARNING

When attending a cluster via the face-to-face delivery model, learners will participate in a range of learning activities and assessment tasks that include group discussions, poster activities, presentations, responses to case studies, simulations, resource development, peer review and have the opportunity to collaborate with other like-minded learners to explore concepts.

This program is designed to integrate both learning and assessment activities creating an opportunity for learners to complete a number of the formal assessment tasks during this face-to-face experience.

All participants will have access to support from the MRWED Learner Success Team (LST) along with structured webinar-based tutorials, together with a comprehensive suite of resources.

All students are provided a login to the MRWED online portal which contains a copy of all their courseware and assessments together with a range of pertinent documents to support them during each cluster.

This includes:

- templates (e.g. session plans, learning programs, assessment plans, assessment tools, assessment instruments)
- policies and procedures for managing training and assessment arrangements, copies of sample units of competency together with their assessment conditions
- articles and videos for reflection tasks.

MRWED Training and Assessment facilities have been developed to create a suitable practice environment that models conditions found in a typical training and assessment environment.

SELF-PACED ONLINE LEARNING

MRWED uses the online learning platform **aNewSpring** to host and coordinate training and assessment activities. Self-paced online students navigate through an integrated program of study that combines course content, learning activities, reinforcement tasks, extension exercises, as well as both formative, and summative assessments.

All participants will have access to support from the MRWED Learner Success Team (LST) along with structured webinar-based tutorials, optional scheduled Facilitator-led Zoom sessions, and a comprehensive suite of resources with which to read, view, reflect and share.

OPTIONAL FACILITATOR-LED ZOOM SESSIONS

MRWED has combined the **Zoom** webinar platform with our popular self-paced online program to create a facilitator-led, online learning experience via Zoom! This option continues to use the self-paced online Learning platform aNewSpring to host and coordinate training and assessment activities, whilst also adding an extra level of support via scheduled Zoom sessions.

During these live, facilitator-led sessions, a MRWED Learning Leader will introduce students to critical course content, in a way that often mimics the dynamic interactions of our face-to-face training. They will also provide additional coaching and support to learners to aid in the preparation of projects and completion of other assessment activities.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is available to all MRWED students who can demonstrate that they already possess current skills and knowledge relevant to the qualification. Making an RPL application requires the students to complete an enrolment, then provide evidence substantiating their claim for competency.

Using the MRWED online portal, eRPL students can quickly and easily upload their evidence to an assessor for review. After reviewing the submitted evidence, a MRWED assessor will contact the participant with advice about whether or not the evidence satisfies the assessment requirements for each of the Units of Competency included in the qualification. If the provided evidence is sufficient, authentic, current and valid then the applicant will not be required to undertake any further training or assessment prior to issuance.

STANDARD JOURNEY
FACE-TO-FACE LEARNING

INTRODUCTION TO VET CLUSTER → 4 days

FACILITATION SKILLS CLUSTER → 4 days

ASSESSOR SKILLS CLUSTER → 4 days

ONLINE AND DISTANCE EDUCATION CLUSTER → 4 days

OR

SUPPORTING WORK-BASED LEARNING CLUSTER → 4 days

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PRICING

FACE-TO-FACE LEARNING

- $975 per cluster
- $3900 for full certificate program

SELF-PACED ONLINE LEARNING + OPTIONAL ZOOM SESSIONS

- $275 per unit
- $3300 for full certificate program

RECOGNITION OF PRIOR LEARNING

- $150 per unit
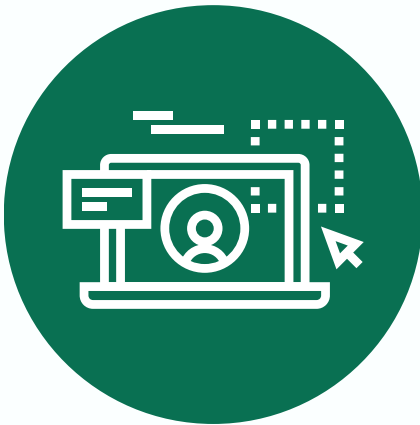- $1800 for full certificate program

CREDIT TRANSFER

- Free, if part of a blended journey
- $300 for full certificate via Credit Transfer

Students can create a blended program using a combination of these modes.

WHY MRWED?

20+ YEARS OF EXPERIENCE

ENGAGING TRAINING

FLEXIBLE OPTIONS

DEDICATED LEARNING SUPPORT

PAYMENT PLANS AVAILABLE

MRWED
Training and Assessment

MRWED Training and Assessment (RTO Number 30146) is a private Australian Registered Training Organisation that delivers nationally recognised qualifications in Training and Assessment and Leadership and Management. Founded in 2000, MRWED has helped more than 40,000 students improve their training and leadership skills.

MRWED also supports practitioners with a range of professional development options to enable them to keep their skills current.

ENROL TODAY!

1800 287 246
www.mrwed.edu.au

When learning matters, and results count... Choose MRWED