

## Qualifications

### TAA40104 Certificate IV in Training and Assessment

#### Purpose:

The TAA40104 Certificate IV in Training and Assessment specifies the competencies required to deliver training in an industry area or area of subject matter expertise, and to conduct competency-based assessment in a range of contexts.

#### Qualification Requirements:

The **TAA40104 Certificate IV in Training and Assessment** comprises **14 units** packaged as:

**12 core units**

**PLUS**

**2 elective units**

Core units		
Field	Unit code	Unit Title
Learning Environment	TAAENV401B	Work effectively in vocational education and training
	TAAENV402B	Foster and promote an inclusive learning culture
	TAAENV403B	Ensure a healthy and safe learning environment
Learning Design	TAADES401B	Use Training Packages to meet client needs
	TAADES402B	Design and develop learning programs
Delivery and Facilitation	TAADEL401B	Plan and organise group-based delivery
	TAADEL404B	Facilitate work-based learning
	TAADEL403B	Facilitate individual learning
Assessment	TAAASS401B	Plan and organise assessment
	TAAASS402B	Assess competence
	TAAASS403B	Develop assessment tools
	TAAASS404B	Participate in assessment validation
<b>Elective units</b> Select 2 elective units. Both electives can be selected from the list of units below. Alternatively, 1 of the 2 elective units can be selected from the TAA50104 Diploma of Training and Assessment, or any other Diploma or any other Certificate IV.		

Field	Unit code	Unit Title
<b>Delivery and Facilitation</b>	TAADEL301B	Provide training through instruction and demonstration of work skills
	TAADEL402B	Facilitate group-based learning
	TAADEL405B	Coordinate and facilitate distance-based learning
<b>Learning Environment</b>	TAAENV404B	Develop innovative ideas at work
<b>Training Advisory Services</b>	TAATAS401B	Maintain information requirements of training and/or assessment organisations
<b>Language, Literacy and Numeracy Practice</b>	TAALLN401B	Address language, literacy and numeracy issues within learning and assessment practice
<b>Imported units</b>	BSBMKG406A	Build client relationships
	BSBCM404A	Develop teams and individuals
	BSBCM405A	Analyse and present research information
	BSBCM409A	Promote products and services
	BSBAUD402A	Participate in a quality audit

## Qualification Requirements

Note - The following qualification details may be a duplicate of the information above due to the current method of coding packaging rules for the latest release of NTIS (National Training Information Service).

### To achieve a Certificate IV in Training and Assessment:

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
<b>Communication</b>	<ul style="list-style-type: none"><li>• interpreting the needs of the client and writing to these</li><li>• utilising a range of communication skills such as: listening, questioning, reading, interpreting and writing documents</li><li>• writing hazard and incident reports</li><li>• using effective facilitation and interpersonal skills including verbal and body language which is sensitive to the needs of others</li><li>• mentoring, coaching and tutoring techniques</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• working with colleagues to compare, review, compare and evaluate assessment processes and outcomes</li><li>• actively participate in assessment validation sessions.</li><li>• managing work relationships and seeking feedback from colleagues and clients on professional performance</li><li>• developing and evaluating with others learning programs customised for individual or group needs</li></ul>
<b>Problem solving</b>	<ul style="list-style-type: none"><li>• identifying hazards and assessing risks in the learning environment</li><li>• using time management skills in designing learning programs</li><li>• calculating cost of programs, logistics of delivery and accessing appropriate resources</li><li>• generating a range of options to meet client needs</li></ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"><li>• interpreting the learning environment and selecting delivery approaches which motivate and engage learners</li><li>• monitoring and improving work practices to enhance inclusivity and learning</li><li>• being creative to meet clients' training needs</li><li>• applying design skills to develop innovative and flexible cost effective programs</li></ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"><li>• researching, reading, analysing and interpreting workplace specifications</li><li>• planning, prioritising and organising workflow</li><li>• interpreting collected evidence and making judgements of competency</li><li>• action plans and hazard reports documented</li><li>• working with clients in developing personal or group learning</li></ul>

	<ul style="list-style-type: none"><li>programs</li><li>organising the human, physical and material resources required for learning and assessment</li></ul>
<b>Self management</b>	<ul style="list-style-type: none"><li>working within policy and organisational frameworks</li><li>managing work and work relationships. Adhere to ethical and legal responsibilities</li><li>taking personal role and responsibility in the planning, delivery and review of training</li><li>being a role model for inclusiveness and demonstrate professionalism</li><li>personal perceptions and attitudes examined</li></ul>
<b>Learning</b>	<ul style="list-style-type: none"><li>undertaking self evaluation and reflection practices</li><li>researching information and accessing policies and frameworks to maintain currency of knowledge and skills</li><li>promoting a culture of learning in the workplace, seek feedback from colleagues</li><li>facilitating individual, group based and work based learning</li></ul>
<b>Technology</b>	<ul style="list-style-type: none"><li>using technology to enhance outcomes ie: online delivery, research using the web</li><li>using student information management systems to record assessments.</li><li>technology and equipment needs are identified and organised prior to training</li><li>ability to use a range of software including presentation packages</li></ul>

This table is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.