



Diploma of Training & Assessment (TAA50104)

This qualification covers the competencies required to engage in advanced training and assessment practices which may include the development of training products, provision of training advisory and consultancy services and leadership and co-ordination of training and assessment services.

Participants wishing to undertake this course must have the core units of the Certificate IV in Training and Assessment (TAA40104) or, be able to demonstrate equivalent competence as a pre-requisite to commencing the Diploma.

There are 12 units of competency that comprise the Diploma of Training and Assessment and you must complete the 5 core units and 7 elective units with 5 of the electives being TAA coded.

TAAENV501B	Maintain and enhance professional practice (Core)
TAADES501B	Design and develop learning strategies (Core)
TAADEL503B	Provide advanced facilitation to support learning (Core)
TAAASS501B	Lead and coordinate assessment systems and services (Core)
TAACMQ503B	Lead and conduct training and/or assessment evaluations (Core)
TAATAS501B	Undertake organisational training needs analysis
TAATAS504B	Facilitate group processes
TAADEL502B	Facilitate action learning projects
TAADEL504B	Lead and coordinate training services
TAADES502B	Design and develop learning resources
BSBWOR502A	Ensure team effectiveness
BSBHRM402A	Recruit, select and induct staff

Please note, the above is an example training plan only and a range of other units relevant to operational and personal requirements could be included.

Participants of the program would be expected to acquire the skills and knowledge to;

- Develop and implement advanced facilitation techniques.
- Develop effective management and coordination of training and assessment systems.
- Contribute to, and / or develop learning and assessment strategies.
- Conduct a comprehensive organisational training needs analyses.
- Analyse individual and group learning requirements and develop appropriate programs and learning strategies.
- Lead the evaluation of assessments and assessment tools and strategies.
- Understand the importance of training and assessment policies and procedures.

Delivery Methods

This program can be delivered entirely on site through face-to-face training, theory classes and/or practical sessions involving small groups and individual activities. A training manual covering the selected units is provided to each participant and includes materials used in the training sessions and assessment and reference materials.

The course is self-paced and ongoing assistance and support is available from our experienced Trainers who are assigned to each participant and are available to be contacted at anytime via phone or email. Where possible, much of the training is based around simulated activities that reflect workplace processes and related tasks.

Recognition of Prior Learning

This skills recognition process will be undertaken to assess a participants existing competencies against the units of competency selected for the program. The participants previous qualifications, work experience and peer testimonials may all be taken into consideration under the RPL process. This will lead to the identification of a skills gap that can be addressed through negotiating a tailored training program.

Assessment Methods

May include questioning, observation in the workplace, tests, written reports, project examinations and other appropriate assessment methods depending on the unit requirements.

Course Fee: \$2,500

Please note, a discounted fee may be negotiated for multiple participant numbers

Please call ATEC on (08) 8240 1233 for further information or an appointment.

