



Certificate IV in Training & Assessment (TAE40110)

Adelaide Training and Employment Centre are offering courses in **Certificate IV in Training and Assessment (TAE40110)**.

This course is designed to develop your presentation skills as a trainer and assessor allowing you to present to a vast range of audiences in a variety of settings. This includes formal training in a structured training environment, on the job instruction, conducting workplace assessments, one to one apprentice / trainee training, coaching and mentoring of staff and identifying Language Literacy and Numeracy (LLN) requirements for learners.

The course provides you with guidance and support to understand the process for designing, delivering, assessing and evaluating training sessions and also allows you to deliver nationally accredited courses under endorsed training packages.

An ATEC Trainer will meet with you to arrange a training program that can be structured to meet your needs and/or the requirements of your organisation. The Trainer will provide **Recognition of Prior Learning (RPL)** to recognise current skills and knowledge followed by ongoing support via telephone and/or email, and additional mentoring or group sessions to assist you to achieve a quality learning outcome.

During the course you will be provided with a range of resources including a manual containing the relevant units and electronic templates that will be of benefit to you beyond the program.

On successful completion of the program you will be issued with a nationally recognised certificate that will confirm your skills and competence in the role of a qualified trainer and assessor.

Resources and Course Materials: Supplied

Cost: \$2,100

Example Training Plan:

TAE40110 Certificate IV in Training and Assessment

Code	Title	Core/Elective Unit
TAEASS401A	Plan assessment activities and processes	Core
TAEASS402A	Assess Competence	Core
TAEASS403A	Participate in assessment validation	Core
TAEDEL401A	Plan, organise and deliver group-based learning	Core
TAEDEL402A	Plan, organise and facilitate learning in the workplace	Core
TAEDES401A	Design and develop learning programs	Core
TAEDES402A	Use training packages and accredited courses to meet client needs	Core
TAELLN401A	Address adult language, literacy and numeracy skills	Elective
TAEDEL301A	Provide work skill instruction	Elective
TAEDEL404A	Mentor in the workplace	Elective

For further details and bookings please contact ATEC Training on 1300 112 832 or email bookings@atec.asn.au

