

TAE40110

**Course
Information**

v1-4



TAE40110
The Certificate IV in Training and Assessment

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WHAT IS TAE40110?

The Certificate IV in Training and Assessment (TAE40110) is designed to meet the current and future competency development needs of new and existing personnel participating in a variety of work functions and activities within vocational education and training (VET) in Australia. This may include formal training in a structured training environment, on-the-job instruction, conducting of workplace assessments, one-to-one training of apprentices, as well as the coaching and mentoring of staff.

The Certificate IV in Training and Assessment (TAE40110) is a nationally recognised training qualification that can only be issued by Australian Registered Training Organisations. This course replaces the previous Certificate IV in Training and Assessment (TAA40104) and supersedes all other previous nationally recognised training programs in training and assessment for the VET industry.

TAE10

I would also like to take this opportunity to thank MRWED for the professionalism in running the course. I don't know if you keep stats of participants who get work as a result of completing the course but I am pleased to say I am one of them. I am looking forward to a career change and owe this course for making this possible.

Dianne McDonald, Nelson Bay

HOW IS THE MRWED COURSE STRUCTURED?

There are 10 Units of Competency in the Certificate IV in Training and Assessment (TAE40110) and the MRWED combination of Units is designed to provide candidates with a clear set of benchmarks to support both initial competency achievement and ongoing professional development. MRWED has organised its delivery of the Certificate IV in Training and Assessment (TAE40110) into four clusters, as shown below.

Assessment (ASS)

The units in the Assessment cluster address the process of assessment, the development of assessment tools, competency in validation processes and coordination of assessment systems and services. This cluster consists of 4 Units of Competency which are:

- TAEASS301A Contribute to assessment
- TAEASS401A Plan assessment activities and processes
- TAEASS402A Assess competence
- TAEASS403A Participate in assessment validation

Learning Design (DES)

The learning design cluster units address competence in both the design of learning products and the design of the learning process. This cluster consists of 2 Units of Competency which are:

- TAEDES401A Design and develop learning programs
- TAEDES402A Use training packages and accredited courses to meet client needs

Enterprise Trainer (ETR)

The units in the Enterprise Trainer cluster identify competence in making a presentation and applying skills instruction in a workplace environment. This cluster consists of 2 Units of Competency which are:

- TAEDEL301A Provide work skill instruction
- BSBCMM401A Make a presentation

Delivery and Facilitation (DEL)

The delivery and facilitation cluster units address the competence required to deliver training and to facilitate learning. This cluster consists of 2 Units of Competency which are:

- TAEDEL401A Plan, organise and deliver group-based learning
- TAEDEL402A Plan, organise and facilitate learning in the workplace

Each cluster can be completed either through Face-to-Face training at a MRWED Public Course, Correspondence Study, Online Training or through Recognition of Prior Learning (RPL). The Certificate IV in Training and Assessment (TAE40110) requires completion of all four of the clusters. **The clusters can be completed in any order.**

Each cluster consists of 2 consecutive days of training and assessment. Additionally, there are two Post-Course Assessments that students can complete independently. Students are encouraged to obtain any required assistance for the Post-Course Assessments either by calling **MRWED Learning Support on FREECALL 1800 2 TRAIN (1800 2 87246)** or by attending an optional Trainer Assisted Support day. There are no additional charges for accessing support through either option.

Upon completing the Certificate IV in Training and Assessment (TAE40110) at MRWED graduates will be issued with the qualification and will also have completed three of the Skill Sets specified in the TAE10 Training Package which are:

- Assessor Skill Set
- Enterprise trainer Skill Set
- Enterprise trainer and assessor Skill Set

MRWED students have the option of enrolling in the full course or only the Clusters, Skill Sets or Units of Competency of relevance to them.

"The encouragement, wealth of knowledge shared and demonstrated training techniques were invaluable to me at the course and during my own training experiences."

Margaret Kennedy, Sunshine Coast



WHY MRWED?

Put simply, MRWED Training and Assessment is committed to delivering the highest quality training and assessment services at competitive pricing. Our brand promise is that we will deliver services that are fast, flexible and fun.

Since September 2000 more than 15,000 people have participated in MRWED courses in training and assessment. MRWED's popularity is premised simply upon providing workplace training programs that are high quality, flexible in delivery, and competitive in price. There are many things that contribute to the MRWED difference, including:

Experienced and Enthusiastic Trainers

MRWED uses a team of highly qualified and experienced trainers and assessors to ensure that course participants are exposed to a variety of training styles and have the benefit of the trainers' wealth of experience. Each MRWED trainer is professional, enthusiastic, and personally committed to delivering high quality training.

No Enrolment Cancellations (because of low enrolments)

MRWED **never** cancels student enrolments because of a lack of enrolments in a course. Since MRWED commenced operations in 2000, no student enrolment has been cancelled because of a lack of enrolments. Each year some students enrol with MRWED after having had a course cancellation with other training providers. Enrol with MRWED and you won't risk being forced to endure the inconvenience of needing to re-enrol in a course, changing your leave dates, re-arranging childcare etc.

"Very helpful, thank you for all your kind attention for us from Makassar."

Iqbal Suhaeb, Makassar, Indonesia

Flexible Training Options

Each program is designed with your specific requirements in mind. Therefore, we strive to develop participants' skills, knowledge and attitudes in the key areas of best practice in becoming workplace trainers, assessors and verifiers. Subject to availability, anyone can enrol in MRWED's public training venues, which are now delivered in five Australian states and territories. For corporations, non-profit groups, and other organisations MRWED can provide you with your own course at the location and time of your preference, customising the program to suit your unique organisational needs.

MRWED has always been highly regarded for our user-friendly recognition services that allow eligible students the option to easily obtain their qualifications through Recognition of Prior Learning (RPL). MRWED's progressive recognition processes ensure that you only have to do training in areas where you don't already possess current competencies. This can save you time and money in workplace training.

Superior Facilities and Resources

In an intensive course it is important for participants to be comfortable and relaxed. The MRWED training locations in Brisbane, Sydney, Melbourne, Adelaide, Newcastle and Perth, are adjacent to major transportation hubs in central city CBD locations and are purposeful training spaces developed specifically for helping students in MRWED's training and assessment courses.

All of MRWED's trainers use state-of-the-art data projectors and laptop computers in teaching and demonstrating the course material. A variety of relevant and topical study materials stimulate the learning process. These include assessment books and books of readings. Further to this, all MRWED course participants are given a CD containing a variety of electronic templates that can be easily customised for use in any workplace. At all of MRWED's face-to-face Public Courses, tea and coffee on arrival and throughout the day, morning tea and afternoon tea are all included in the course fee.

User-Friendly Procedures

After submitting their Enrolment Form and Enrolment Fee MRWED students receive a letter confirming acceptance into their chosen course detailing the locations, dates and times for their training.

MRWED never cancels student enrolments because of a lack of enrolments in a course. Once MRWED accepts your enrolment you can be confident that there won't be any unexpected surprises. MRWED payment options include Cheque, Money Order, BPay, POSTbillpay available at all Australia Post locations, Credit Card Payments (by Visa, MasterCard and American Express), and invoicing to employers, Job Network providers, Government Departments and other organisations.

Competitive Pricing

All MRWED prices are quoted in Australian dollars and because we offer nationally recognised training our prices are exempt from GST. Prior to enrolment, prices are subject to change without notice, but there are no surprises in terms of extra course fees for assessment or certificate issuance. MRWED participants who successfully apply for Recognition benefit from even lower course costs.

Committed Post-Course Support

In a commitment to ensuring our students' success MRWED has dedicated learning support. The primary role is to support students post-course in the compiling and completion of their Post-Course Assessments. In addition to this, the MRWED trainers and assessors always welcome questions and queries from students and previous MRWED graduates who are seeking information on selection criteria for training jobs, ideas for training games or just want an independent person to look over their session or assessment plans!

Award Winning Team

MRWED has won International accolades for its trainers, national acclaim as an employer of choice, state-based recognition as a top training organisation and high-performing privately-owned business and local awards for excellence in business.

"Standout trainers... they have the ability to hold all class participants attention and seem to make learning within a classroom environment interesting and fun (I feel the key factors in learning)."

Mick Rogers, Sydney



AWARDS

Training
TOP young
TRAINERS



Queensland
**Training
AWARDS
2008**
FINALIST



TAFE

I can tell you MRWED is one of the best training provider's I've experienced in many many years.
I would definitely refer anyone interested in doing training courses to you.
Keep up the hard and professional work.

Solomon Kebede, Melbourne