



## Certificate IV: Training and Assessment Full Course **Training Workshop**

### Aim

Participants achieving this qualification will develop the skills and knowledge in:

- The role of training organizations and the AQTF framework
- The principles of competency based training and assessment
- A range of training delivery methods and resources
- Innovative and effective learning strategies and resources
- Planning, designing and delivering effective training
- Planning, conducting and reviewing workplace assessments
- Strategies for evaluation and validation for continuous improvement

### Course Outline

The full course in Certificate IV Training and Assessment has been organized into four learning fields: Learning Environment, Learning Design, Delivery & Facilitation and Assessment. Participants may choose to complete all or some of the selected fields.

<b>Learning Environment</b>	TAAENV401B Work effectively in vocational education and training TAAENV402B Foster & promote an inclusive learning culture TAAENV403B Ensure a healthy & safe learning environment
<b>Learning Design</b>	TAADES401B Use training packages to meet client needs TAADES402B Design & develop learning programs TAADEL401B Plan & organize group based delivery
<b>Delivery and Facilitation</b>	TAADEL301C Provide training through instruction & demonstration of work skills TAADEL402B Facilitate group based learning TAADEL403B Facilitate individual learning TAADEL404B Facilitate work based learning
<b>Assessment</b>	TAAASS401C Plan and organize assessment TAAASS402C Assess competence TAAASS403B Develop assessment tools TAAASS404B Participate in assessment validation

### How to Register in this Workshop

Complete the registration form and return by:

- 1 **Email**  
[training@auscollege.com.au](mailto:training@auscollege.com.au)
- 2 **Fax**  
(08) 9472 6277 or
- 3 **Post**  
Australian College of Training  
PO Box 5388  
East Victoria Park WA 6981

\*\*Please ensure payment details are attached\*\*

### Contact Details

If you have any questions or require further information please:

- Call (08) 9472 6111  
Email [training@auscollege.com.au](mailto:training@auscollege.com.au)  
View our website [www.auscollege.com.au](http://www.auscollege.com.au)

### Pre-requisites

There are no pre-requisite requirements to enroll in this qualification. Participants enrolling in this qualification may have technical and practical experience without any formal training and assessment qualifications or may have some training and assessment experience.

### Who Should Attend

This training program is designed for those who require professional development or seek extension to existing qualifications to improve their training and assessment performance, as well as RTOs wishing to provide training and assessment to internal staff or clients.

### Course Recognition

This workshop is a competency-based training program. Statements of Attainment or Certificates of Competency will be issued in accordance with the National Training Board. If you think you may be eligible for Skills Recognition or Recognition of Prior Learning (RPL) please contact our office for further information.



### Terms and Conditions

1. **Workshop Fees: Full payment is required prior to commencement of the workshop.** Payment may be made by credit card (Visa or MasterCard only), cheque or direct debit. All workshop fees are GST free and are in Australian Dollars.
2. **Student Enrolment Fee:** The Student Enrolment Fee must be paid by each new participant enrolling with ACT or enrolling in a new course of study.
3. **Transfer of Registration:** Registration can be transferred to another participant. No additional cost will be incurred. However, Student Enrolment Fee will apply to new participants. ACT must be notified of any changes to original registrations.
4. **Transfer of Workshops/Courses:** Participants can transfer to another workshop/course if the workshop has not yet commenced or if the RTO has cancelled. A re-enrolment or transfer fee may be applicable. ACT must be notified of any changes to registrations.
5. **Withdrawals:** Participants are eligible for a refund or transfer if written notice is given prior to commencement of the workshop, with good reason. The Student Enrolment Fee will be retained. Participants that fail to attend a workshop or fail to notify ACT in writing are not eligible for a refund.
6. **Customised Workshops:** Workshops can be customized for internal delivery in the workplace. Please contact our office for further details or to obtain a training proposal on (08) 9472 6111 or email us at [training@auscollege.com.au](mailto:training@auscollege.com.au)

I have read and accepted the Terms and Conditions stated above.