

Certificate IV in Training and Assessment *Training Sessions*

Course:
TAA40104 Certificate IV in Training And Assessment



Description:

The Certificate IV in Training and Assessment is a vital tool in the development, delivery and implementation of training in the workplace. The course is developed to give participants the understanding of vocational education, as well as essential tools in assessing training and staff development.

About Matrix Training Group

Matrix Training Group (MTG) is a Registered Training Organization (RTO - Registration Number 21471) providing nationally recognised training for individuals and businesses. Since 1999, MTG have provided personalised training programs to companies and individuals across a broad range of industries. We will promise to provide every trainee the learning experience that is fun, interactive and professional.



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Anything's possible... !

Certificate IV in Training and Assessment



TAA40104



Matrix Training Group

Certificate IV in Training and Assessment TAA40104

Requiring **14 units** for the qualification.

Learning Environment

Work effectively in Vocational Education and Training	TAAENV401B
Foster and promote an inclusive learning culture	TAAENV402B
Ensure a healthy and safe learning Environment	TAAENV403B

Learning Design

Use training packages to meet client needs	TAADES401B
Design and develop learning programs	TAADES402B

Delivery and Facilitation

Provide training through instruction and demonstration of work skills	TAADEL301B
Plan and organise group-based Delivery	TAADEL401B
Facilitate group-based learning	TAADEL402B
Facilitate individual learning	TAADEL403B
Facilitate work-based learning	TAADEL404B

Assessment

Plan and organise assessment	TAAASS401C
Assess competence	TAAASS402C
Develop assessment tools	TAAASS403B
Participate in assessment validation	TAAASS404B



About our course

The 15 week course in Training and Assessment is designed to allow participants to realise and attain their maximum potential as Assessors and Trainers. The course is structured to give participants access to any industry, and is designed to develop existing knowledge, or coach new skills.

The course will cover the following

- ✓ Understanding Vocational Education and training terminology;
- ✓ Navigating VET-related websites;
- ✓ Understanding Access and Equity in the VET sector;
- ✓ Developing assessment kits to suit the needs of clients;
- ✓ Occupational Health and Safety in the VET sector;
- ✓ Understanding the laws and legislations related to VET;
- ✓ Development of Continuous Improvement systems,
- ✓ Understanding and implementing different methods of assessment;
- ✓ Presentation and communication skills;
- ✓ Learn how to design, implement and review training programs



Other areas included:

- ✓ Equal opportunity for learning;
- ✓ Developing assessment skills;
- ✓ Delivery of training packages through different methods;
- ✓ Communication with students, clients and other trainers;
- ✓ Including training in the daily routines of the workplace;
- ✓ Identification of key training needs.

Who should attend?

This course is targeted at anyone working in, or wishing to become a workplace trainer or assessor. The course is open to any participants, and is especially important for anyone in a supervisory role. This course is also designed to give entry-level workers the opportunity to increase their chances of career advancement, through the ability to self-assess.