

Certificate IV in Training and Assessment *Training Sessions*

Course:
TAE40110 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



TAE40110



Matrix Training Group

***Certificate IV in Training and Assessment
TAE40110***

Requiring **10 units** for the qualification.

TAEASS401A Plan assessment activities and processes

TAEASS402A Assess competence

TAEASS403A Participate in assessment validation

TAEDEL401A Plan, organise and deliver group based learning

TAEDEL402A Plan, organise and facilitate learning in the workplace.

TAEDES401A Design and develop learning programs

TAEDES402A Use training packages and accredited courses to meet client needs

TAEASS502A Design and develop assessment tools

TAEDEL404A Mentor in the workplace

TAE LLN401A Address adult language, literacy and numeracy skills.



About our course

The 10 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.