

# NDA

Business Skills  
IT Solutions  
Qualifications



**TAE40116**

**Certificate IV in Training and Assessment**

**NDA TASMANIA**

**Hobart | Launceston | Ulverstone**

**03 6334 4910**

**[www.nda.com.au](http://www.nda.com.au)**

NDA Computing Pty Ltd - RTO Provider 60034

## About NDA

NDA is a registered training organisation (provider number 60034) offering training and assessment in a wide range of areas. NDA has been in operation for over 30 years and is 100% locally owned and operated.

NDA operates in accordance with the Standards for Registered Training Organisations (2015), and has obligations to ensure that all training and assessment offered:

- Provides a quality outcome for learners,
- Meets the requirements of the Standards for Registered Training Organisations (2015), and
- Provides AQF certification documentation.

Training results in qualifications and statements of attainment that are recognised and accepted by industry and other educational institutions throughout Australia.

The following information is provided to enable you, as a potential learner, to make an informed choice. Before enrolling in any training and assessment services, you need to consider if it is the right qualification for you and your needs, and if the delivery methods, schedule, fees and requirements are right for you. The following information is provided to assist with your decision making. If you have any further questions about this qualification, please contact NDA on (03) 6334 4910.

### ***Why choose us?***

NDA provides FREE access to all relevant NDA training courses that align to units on the training plan. No other RTO provides this service and few provide face-to-face training with qualifications.

An NDA assessor will visit both the trainee and the trainee's supervisor regularly and provide progress reports after each assessment visit. Trainees receive FREE phone support from the NDA Help Desk.

A full-time NDA assessor will be assigned to your staff member and will provide support through the entire qualification. Many other RTOs use contract assessors who often change during a qualification.

NDA offers flexible training options to suit the needs of both the business and the individual, including face-to-face training and assessment, self-paced learning resources, and access to online services.

NDA has professionally equipped training centres in Hobart, Launceston and Ulverstone providing a consistent service state-wide.

## Support available for learners

NDA provide support in accessing the following services:

- Learning support
- Travel and allowance subsidy for training
- Counselling
- Housing assistance
- Financial management assistance

## Course overview:

# TAE40116 - Certificate IV in Training and Assessment

The TAE40116 Certificate IV in Training and Assessment reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector.

### **Entry Requirements**

Those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification. NDA strongly recommends learners to have the following requirements outlined below:

- Have access to a computer (with Adobe Reader, Microsoft Word and Google)
- Have a reasonable level of language, literacy and numeracy skills
- Have an intermediate level of technology skills

Examples of job roles for learners wanting to undertake this qualification may include, but are not limited to: Trainer, Enterprise Trainer and Assessor, Learning Product Developer, Assessor (Training), Enterprise Trainer.

## Volume of learning

The Australian Qualifications Framework (AQF) volume of Learning Indicators, provide a starting point for the amount of training provided for a qualification at an AQF Level (4) Certificate, and states the following volume of Learning:      Certificate IV      0.5-2 years      approximately 600-2400 hours.

\*This indicator is designed to be a starting point only and many factors can affect the amount of training required.

You are given 24 months to complete the Certificate IV in Training and Assessment qualification. Extensions for qualification completion are available upon request to our RTO Administrator where learners can supply sufficient reasoning or alternatively you may complete the qualification early.

## Suspensions, extensions and cancellations

Information on the suspension, extension and cancellation processes and who you should contact can be found in the Student Information Guide which you have also been provided with in this pack.

## Training courses

One of the benefits of undertaking a qualification with NDA is the opportunity to attend NDA training courses that are aligned to your qualification at no extra cost. As these are public courses, attendance is always made on a 'waitlist' basis until we can confirm there are enough participants to run the course. You will be notified a week prior to the course if it is not going ahead.

Any cancellation or transfers by the trainee 5 or less working days prior to the course will incur a \$50 cancellation fee. The cancellation fee may be waived upon presentation of a doctor's certificate. For any cancellations or transfers please contact our Client Services Officer directly.

## How is the qualification delivered?



### Face to Face Classroom Sessions

The face to face classroom sessions are training courses that have been developed to directly align to specific units in the qualification. This delivery method is undertaken in conjunction with self-paced study. With this delivery method, you will have access to many avenues of support including:

- Ongoing email support
- Telephone support (Monday – Friday during business hours)
- Workplace assessment visits
- Regular administration contact

Below outlines the classroom delivery schedule for the training component of the qualification. The units should be completed in the following order listed.

Unit Code and Title	NDA Course	Duration
TAEDS401 – Design and develop learning programs	Learning Design	3 days (consecutive)
TAEDS402 – Use training packages and accredited courses to meet client needs		
TAELLN411 – Address adult language, literacy and numeracy skills		
TAEDL401 – Plan, organise and deliver group-based learning	Training Delivery	3 days (consecutive)
TAEDL402 – Plan, organise and facilitate learning in the workplace		
BSBCMM401 – Make a presentation		
TAEASS401 – Plan assessment activities and processes	Assessment	3 days (consecutive)
TAEASS402 – Assess competence		
TAEASS403 – Participate in assessment validation		
TAEASS502 – Design and develop assessment tools		
Learners will attend a day following delivery of the classroom training sessions to undergo assessment. Participants will be required to deliver a Training Session to the group, in addition to assessing a unit of competency.	Assessment Day	1 day

### TAE40110 Upgrade to TAE40116\*

\*Contact NDA for upgrade costs (dependent on the pathway required)

Learners will fall into one of four upgrade pathways based on their profile of units;		
Pathway	Units Required	Assessment Required
Gaps Only	TAEASS401 (gaps only) TAEASS403 (gaps only)	Gap Assessment Workbook
Gaps and TAEASS502	TAEASS401 (gaps only) TAEASS403 (gaps only) TAEASS502	Gap Assessment Workbook TAEASS502 Training Course (1 Day) + Assessment
Gaps and TAELLN411	TAEASS401 (gaps only) TAEASS403 (gaps only) TAELLN411	Gap Assessment Workbook TAELLN411 Training Course (1 Day)
Full Upgrade	TAEASS401 (gaps only) TAEASS403 (gaps only) TAEASS502 TAELLN411	Gap Assessment Workbook TAEASS502 Training Course (1 Day) + Assessment TAELLN411 Training Course (1 Day)

## TAE40116 Certificate IV in Training and Assessment units

The Certificate IV in Training and Assessment is made up of 9 Core and 1 Elective units of competency. The packaging rules for the qualification are:

- from the elective list below
- from any currently endorsed Training Package or accredited course at Certificate IV or above

The units and directly aligned training courses that NDA offers are as follows:

	Unit Code	Unit Title	Training Course
<b>Core</b>	TAEASS401	Plan assessment activities and processes	Assessment
	TAEASS402	Assess competence	Assessment
	TAEASS403	Participate in assessment validation	Assessment
	TAEASS502	Design and develop assessment tools	Assessment
	TAEDEL401	Plan, organise and deliver group-based learning	Training Delivery
	TAEDEL402	Plan, organise and facilitate learning in the workplace	Training Delivery
	TAEDES401	Design and develop learning programs	Learning Design
	TAEDES402	Use training packages and accredited courses to meet client needs	Learning Design
	TAELLN411	Address adult language literacy and numeracy skills	Learning Design
<b>Elective</b>	BSBCMM401	Make a presentation	Training Delivery

## How is the qualification assessed?

To achieve this qualification learners are required to be found Competent in 12 units of competency. The following methods are used to gather evidence of competence:

### NDA training course

- NDA offers training courses that align to some units of competency. Assessment activities completed during these training courses can lead to competency in the aligned unit.

### Activities

- Learners are provided with workbook resource material for each of their self-paced study units in the qualification. The final section of each unit is an activity. If you choose to complete this form of assessment, all activities should be completed and returned to your assessor.

### Questions and answers

- If you choose to complete this form of assessment all questions and answers should be completed and returned to your assessor.

### Project or workplace evidence

- The projects are designed for the unit of competency. These are generic projects and may not correlate to the learner's industry. Alternatively, appropriate workplace evidence can be provided for assessment. Workplace evidence must be relevant to the unit of competency requirements.

### Supervisor/assessor/third party report

- This report allows the learner's supervisor to comment on the skills they have observed the learner demonstrate. These observable skills should align to the requirements of the unit of competency. If the learner doesn't have a supervisor, then the assessor or a third party can perform this task.

### RPL portfolio

- Learners can submit a portfolio of recognition of prior learning (RPL) evidence to the assessor for assessment relevant to the unit of competency.

The training plan completed upon induction outlines the training and assessment methods for each unit of competency. It also outlines the units to be assessed via an assessment visit with you, your supervisor and your NDA assessor. Assessment visits were normally spaced between 3-4 month intervals. Your assessment co-ordinator will arrange a date, time and place for your assessment visit.

## Payment

Fees charged by NDA include all resources, training and assessment services *including* attendance at relevant NDA training courses.

Total Course Fee: \$3,950

### ***Fee for Service***

The invoicing structure for fee for service clients is as follows:

#### **First Instalment – 50%**

This is invoiced in the month of enrolment and includes a **\$600** non-refundable enrolment fee.

#### **Second Instalment – 25%**

This is invoiced on Day 1 of your scheduled Training Delivery training course.

#### **Final Instalment – 25%**

This is invoiced on Day 1 of your scheduled Assessment training course.

### ***Refunds***

NDA's refund policy can be found on our website [www.nda.com.au](http://www.nda.com.au)