



RTO 21526

MONASH STUDENT ASSOCIATION

Training and Professional  
Development

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## Information Booklet

TAE40116

Certificate IV in Training and  
Assessment

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[www.msatraining.edu.au](http://www.msatraining.edu.au)

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## Contents

Program Information .....	3
MSA Training and Professional Development .....	3
Contacts .....	3
TAE40116 Certificate IV in Training and Assessment .....	4
Course description .....	4
Where can I study this course?.....	5
Why study this course? .....	4
Entry requirements.....	5
Pathways .....	6
Timetable .....	6
Studying online via Zoom.....	7
Class and study estimated times .....	7
Course syllabus .....	8
Recognition of Prior Learning (RPL) .....	9
Assessments.....	9
Materials and Requirements .....	9
Learners rights.....	10
Fees .....	11
Statement of Fees .....	11
Austudy / Abstudy approved .....	11
Government Funding.....	11
OpenPay .....	11
Payment plans.....	12
Refunds and Transfers .....	12
Study Loans .....	12
Additional fees .....	12
How to enrol .....	13

## MSA Training and Professional Development

MSA Training and Professional Development is a not-for-profit Registered Training Organisation (RTO) at Monash University, Clayton campus. Our courses are open to all, not just Monash students and staff. We are recognised for our high standards in student services, facilities and specialised training programs. We have strong links with industry and utilise highly experienced, professional teaching staff.

We are a prestigious provider with a reputation for exceptional quality.

[www.msatraining.edu.au](http://www.msatraining.edu.au)

Our staff are dedicated to helping you achieve your educational goals and can provide you with the support and information to get you there.

MSA Training and Professional Development encourages people with a disability to apply to enrol. Please talk to us about how we can support you with your studies.

## Program Information

MSA Training and Professional Development works in collaboration with industry and training specialists to develop programs that are flexible and relevant to industry needs.

Our courses are delivered as either classroom-based training or real-time remote training via Zoom. They are taught in a supportive and engaging environment. Throughout your learning journey you will gain a variety of knowledge and skills and be given activities and assessments to complete within the classroom, at home or in your workplace.

The opportunity to study at MSA Training and Professional Development is open to everyone. We encourage people with a disability and people from diverse backgrounds to apply.

This booklet will guide you through a range of information relevant to this particular qualification. It is designed to be read in conjunction with the Student Information Handbook so please ensure you read and understand all aspects of both documents prior to enrolling.

## Contacts



Course enquiries and enrolments:

**Enrolment Officer**

[msa-monashtraining@monash.edu](mailto:msa-monashtraining@monash.edu)

03 9905 3180



Group bookings:

**Professional Development Officer**

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# TAE40116 Certificate IV in Training and Assessment

## Course description

The TAE40116 Certificate IV in Training and Assessment is a highly sought after qualification as it replaces the superseded TAE40110 qualification. It is intended for a variety of professionals in the Vocational Education and Training (VET) sector as well as workplace trainers and assessors who:

- Train individuals and groups
- Assess the competency of learners
- Develop training programs to meet the needs of learners
- Create assessment tools
- Contextualise learning and assessment materials
- Conduct assessment validation

## Why study this course?

This course has been developed to provide skills and knowledge to:

- Understand adult learning principles and use strategies to engage learners
- Work with and use national training packages
- Understand the VET sector, regulatory requirements and the relationship between units, qualifications and training packages
- Confidently give presentations to groups of students
- Design and develop learning programs
- Plan, organise and facilitate learning in the workplace
- Plan, organise and deliver group-based learning
- Plan and conduct assessment
- Create assessment tools
- Participate in assessment validation
- Identify if students have language, literacy and numeracy challenges and how to best support them.



### **This course is suitable for:**

- Those with a vocational background who wish to become trainers and/or assessors within their field of experience. Ideal for those seeking a career change.
- Those already working in the training/assessing field but who need formal training and/or a qualification.

Becoming a qualified trainer is an exciting and meaningful career move. Depending on your experience and other qualifications, your career and job outcomes may include:

- Registered Training Organisation (RTO) Trainer and/or Assessor
- Vocational Education Teacher
- TAFE Trainer and/or Assessor
- University Lecturer
- Training Consultant
- Training Needs Analyst
- Secondary Teachers can become VET in Schools Teachers or VCAL Teachers
- Enterprise Trainer
- Enterprise Assessor
- Trainer for apprentices/trainees

### **Where can I study this course?**

MSA Training and Professional Development was the 4<sup>th</sup> RTO in Australia to be given approval to deliver the TAE40116 qualification and is one of only a few in Melbourne to be offering this course. We currently offer this qualification at:

- Online in real-time via Zoom
- On Campus at Monash University Clayton
- Monash University Peninsula campus in Frankston
- Other metropolitan and regional locations including Dandenong, Geelong and Morwell
- At your workplace – for private groups of 8 or more

### **Entry requirements**

A suitable computer/laptop (a tablet/iPad will not be suitable) & stable internet

You will need to already have skills and vocational experience in the field in which you wish to teach. Eg. To teach 'business' courses you will need a Business qualification along with several years of relevant experience working in business. To teach 'hairdressing' you will need a qualification in hairdressing as well as several years of relevant experience working as a hairdresser. If you do not already have skills and experience in a vocational area then your enrolment in this course will not be accepted.

Students will require a sound understanding of how to navigate computers along with software (Word, PowerPoint), opening and closing documents, saving documents, formatting documents, typing and using the internet for searching and emails. Students who are not confident using computers are welcome to enrol in one of the short computer courses provided by MSA Training and Professional Development.

Students are required to fill out a Language Literacy and Numeracy assessment during the enrolment process. During enrolment students will also undergo a pre-training review which will help make sure this course is right for you and identify any additional support you may need.

## Pathways

After achieving this qualification, depending on interests and skills/knowledge/experience, students may undertake higher level qualifications within the TAE training package such as the TAE50211 Diploma of Training Design and Development or the TAE50111 Diploma of Vocational Education and Training. You may also apply to Monash University for entry into a Bachelor of Education.

This qualification can open up a world of possibilities:



## Timetable

The nationally recognised course is studied over 18 daytime sessions (or 36 evening sessions) with 2 optional support sessions, over an approximate 22-week period. This is followed by a 4-week assessment period. Attendance on campus is not required during the 4-week assessment period but you will be able to communicate with your trainer during this time or access other support as needed. Assessments are to be submitted 4 weeks after each unit/cluster has concluded and the 4-week assessment period allows for amendments and resubmissions.

We have a variety of timetables from which to choose. Please refer to the website for details.



## Studying online via Zoom

We are excited to announce that this course is now being delivered remotely online in real-time via Zoom. This is just like being in the classroom, with interaction and support from your trainer and engagement with your classmates, but all from the comfort and safety of home.

This is not a self-paced course. You will need to login at set dates/times as per your timetable and the class will be run 'live'.

Zoom is user-friendly and does not require any specialised software, just internet access. Zoom can also be used on smartphones/tablets by downloading the free Zoom app.

## Class and study estimated times

Please use these nominal hours as a **guide only**, times will vary depending on your learning style, skills and prior knowledge. Those with some experience in training may find they take less time, similarly those who are new to the industry may find the higher end of the times listed will apply.

Total nominal hours: 330 hrs (as prescribed in the TAE16 Victorian Purchasing Guide)	
Pre-course reading and research:	10-20 hours
Total classroom (face-to-face) hours:	126 hours
Independent study/reading/research:	80-100 hours (15 hours per week)
Practical work placement:	Nil
Additional Support Days (face-to-face):	14 hours
Preparation for presentations 50-70 hours	50-70 hours
Completion of assessments:	60-80 hours

You have 4 weeks after each unit to hand in your assessment. Extensions granted for special circumstance applications only. (please see student handbook on how to apply. Fees may apply)

## Course syllabus

This qualification contains 10 units of competency.

Unit of competency	What you will learn
<b>TAEDES402 Use training packages and accredited courses to meet client needs</b>	<ul style="list-style-type: none"> <li>• Select appropriate training package or accredited course</li> <li>• Analyse and interpret the qualifications framework</li> <li>• Analyse and interpret units of competency and accredited modules</li> <li>• Contextualise units and models for client applications</li> <li>• Analyse and interpret assessment guidance</li> </ul>
<b>TAEDES401 Design and develop learning programs</b>	<ul style="list-style-type: none"> <li>• Define parameters of the learning program</li> <li>• Working with the VET policy framework</li> <li>• Develop program content</li> <li>• Design structure of the learning program</li> </ul>
<b>TAEDEL401 Plan, organise and deliver group-based learning</b>	<ul style="list-style-type: none"> <li>• Interpret learning environment and delivery requirements</li> <li>• Prepare session plans</li> <li>• Prepare resources for delivery</li> <li>• Deliver and facilitate training sessions</li> <li>• Support and monitor learning</li> </ul>
<b>BSBCMM411 Make presentations</b>	<ul style="list-style-type: none"> <li>• Prepare a presentation</li> <li>• Deliver a presentation</li> <li>• Review the presentation</li> </ul>
<b>TAEDEL402 Plan, organise and facilitate learning in the workplace</b>	<ul style="list-style-type: none"> <li>• Establish effective work environment for learning</li> <li>• Develop a work-based learning pathway</li> <li>• Establish the learning-facilitation relationship</li> <li>• Implement work-based learning pathway</li> <li>• Maintain and develop the learning/facilitation relationship</li> <li>• Close and evaluate the learning/facilitation relationship</li> <li>• Monitor and review the effectiveness of the work-based learning pathway</li> </ul>
<b>TAELLN411 Address adult language, literacy &amp; numeracy skills</b>	<ul style="list-style-type: none"> <li>• Analyse LLN requirements</li> <li>• Select and use resources and strategies to address LLN skill requirements</li> <li>• Use specialist LLN support where required</li> <li>• Evaluate effectiveness of learning support and assessment strategies in addressing LLN requirements</li> </ul>
<b>TAEASS401 Plan assessment activities and processes</b>	<ul style="list-style-type: none"> <li>• Determine assessment approach</li> <li>• Prepare the assessment plan</li> <li>• Develop assessment instructions</li> </ul>
<b>TAEASS402 Assess competence</b>	<ul style="list-style-type: none"> <li>• Prepare for assessment</li> <li>• Gather quality evidence</li> <li>• Support the candidate</li> <li>• Make the assessment decision</li> <li>• Record and report the assessment decision</li> <li>• Review the assessment process</li> </ul>



<b>TAEASS403 Participate in assessment validation</b>	<ul style="list-style-type: none"> <li>• Prepare for validation</li> <li>• Contribute to validation process</li> <li>• Contribute to validation outcomes</li> </ul>
<b>TAEASS502 Design and develop assessment tools</b>	<ul style="list-style-type: none"> <li>• Determine the focus of the assessment tool</li> <li>• Design the assessment tool</li> <li>• Develop the assessment tool</li> <li>• Review and trial the assessment tool</li> </ul>

## Recognition of Prior Learning (RPL)

RPL is an assessment process that can give you an opportunity to gain formal recognition—i.e. a qualification or statement of attainment— for knowledge and skills you have attained through informal learning, work and life experiences. If you think you may be able to gain RPL for any of the TAE40116 units, please speak to us to request an RPL Information Handout. Note that RPL is a rigorous, evidence-based form of assessment so you will need to be able to supply evidence for any units for which you are applying for RPL.

## Assessments

Assessments include written theory questions, reflective tasks, practical activities and hands-on tasks (eg. giving presentations in class). Wherever possible, the focus is on working with tasks and templates that are used in real-world situations in the workplace. For example, creating a session plan.

A timetable will be given out on the first day of class which will include assessment due dates. Please refer to the student handbook regarding Assessment and Extension Processes.

## Materials and Requirements

Students will need access to a computer with Microsoft Word, internet access and a printer for the purposes of research and completing assessments. If you do not have access to a computer, please talk to us about accessing a computer on campus.

Students will need to provide their own:

- Pens & pencils
- Paper or notebook
- Materials, props or equipment for use during presentations in class
- Laptop (optional but highly recommended). Having a laptop in class will allow you to conduct internet research and type up your assessments into the templates we provide. This will save you from having to do this at home. Please speak to us if you would like to borrow a laptop to use in class.

For online courses, you will need access to a computer which has video/audio capability, internet access and a web browser.

Learner manuals, assessment booklets and handouts will be provided throughout the course and are included in the cost of the course.

## Learners rights

Once the student commences the nominated course, MSA Training and Professional Development will deliver the Training Program using competency-based training principles and practices in accordance with the AQTF (Australian Quality Training Framework)

The Executive Officer is responsible to ensure that there are suitable arrangements to provide records of student outcomes to ASQA in the event that MSA Training and Professional Development ceases to operate. This will be provided via an AVETMISS report encompassing all activity data for the duration of MSATPD operation. If circumstances are such that MSATPD are not able to carry on operations, the RTO Director is to advise ASQA immediately of this decision and provide advice regarding impact on currently enrolled students. MSATPD has a responsibility to transfer these enrolments to another RTO with least disruption to individual students. On ceasing operations, MSATPD is to, facilitate currently enrolled students transfer to another RTO, issue these students with an appropriate refund for service not provided, and issue students with a Statement of Attainment based on completed units of competency.

## Unique Student Identifier

You will need a USI before you train with us commencing from 1<sup>st</sup> January 2015. You need to apply only once for this number. You will need to provide it to us on enrolment. Store this number somewhere safe and each time you do training with us or another organisation that offers nationally accredited training you will need to supply this USI each time you register.

If you do wish to enrol with us you can find more information and create a USI at the following website. [www.usi.gov.au](http://www.usi.gov.au)

## Fees

### Statement of Fees

	Government Funded				Non-funded			
	Full		Concession		Full		Concession	
Total nominal hours	Fee per hour	Total fee	Fee per hour	Total fee	Fee per hour	Total fee	Fee per hour	Total fee
330	\$4.42	\$1,455.30	\$0.88	\$291.06	\$10.91	\$3,600	\$10.30	\$3,400

These fees are inclusive of all learning materials and assessments. Course fees must be made prior to course commencement. Generally, \$600 will be taken as a deposit for upfront payments, with the balance to be paid via a payment plan or Request for Invoice/purchase order (eg. If your employer is paying).

All enrolments are subject to our Refund/Transfer Policy, please refer to this policy in the Student Information Handbook and on our website for the relevant details.

### Austudy / Abstudy approved

This course is Austudy/Abstudy approved. This does not reduce the course fees but may entitle you to a payment from Centrelink that helps support students during their study. Please speak with Centrelink for application details and to check if you are eligible.

### Government Funding

This training is delivered with Victorian and Commonwealth government funding to eligible Victorian students under the State Government's Skills First program. Contact us to discuss your eligibility or more information can be seen here: <https://www.skills.vic.gov.au/s/how-to-check-your-eligibility>

### OpenPay

MSA Training and Professional Development has partnered with OpenPay.

Using OpenPay, we are able to offer an easy payment plan, in either weekly, or fortnightly repayments, to suit your budget, and lifestyle, whilst at the same time improving your independence and freedom. All of this without the financial stress of an outright purchase. Easy Payment Terms of 1 Month – 24 Months are available, to approved purchasers. Please note, this service is offered by OpenPay, which is not connected to MSA Training and Professional Development.

If you would like to obtain further information on our payment plans, please contact us on 9905 3180 or go to [www.openpay.com.au/how/](http://www.openpay.com.au/how/)

## Payment plans

Credit card payment plans are available through DebitSuccess to assist student in paying for their tuition with a \$12 set up fee. Please discuss your options with the reception staff on 9905 3180 or [msa-monashtraining@monash.edu](mailto:msa-monashtraining@monash.edu)

Installation	Funded Concession	Funded Full Fee	Non-Funded Concession	Non-Funded Full Fee
<b>Deposit at enrolment</b>	\$291.06	\$555.30	\$400	\$600
<b>Week 2</b>		\$300	187.50	187.50
<b>Week 3</b>		\$300	187.50	187.50
<b>Week 4</b>		\$300	187.50	187.50
<b>Week 5</b>			187.50	187.50
<b>Week 6</b>			187.50	187.50
<b>Week 7</b>			187.50	187.50
<b>Week 8</b>			187.50	187.50
<b>Week 9</b>			187.50	187.50
<b>Week 10</b>			187.50	187.50
<b>Week 11</b>			187.50	187.50
<b>Week 12</b>			187.50	187.50
<b>Week 13</b>			187.50	187.50
<b>Week 14</b>			187.50	187.50
<b>Week 15</b>			187.50	187.50
<b>Week 16</b>			187.50	187.50
<b>Week 17</b>			187.50	187.50
<b>Total</b>	<b>\$291.06</b>	<b>\$1,455.30</b>	<b>\$3,400</b>	<b>\$3,600</b>

## Refunds and Transfers

Refer to the Refund/Transfer policy, which is listed on our website, regarding impacts on payment plans should you wish to withdraw, as once the course commences you will still be required to pay your fees in full, including any remaining instalments.

## Study Loans

We have partnered with Study Loans, a private provider of finance for educational purposes. This is another option for paying your fees, with a repayment term of up to 4 years. Fees, conditions and charges apply. Please contact us to find out more.

## Additional fees

Item	Fee
<b>Transfer fee</b>	\$50.00
<b>Refund fee</b>	\$300.00
<b>Re-Print of Certificate</b>	\$22.00
<b>Assessment extension, per unit, per month</b>	\$30.00
<b>Learner Guide replacement fee</b>	Varies \$5-\$200 per hardcopy book.



## How to enrol

***Due to COVID-19, we are no longer taking enrolment appointments at our office.  
All enrolments are to be done online.***

- Make sure you have read and understood all the information in the student handbook and in this course information booklet and ensure you meet the pre-requisites or other conditions of enrolment (Student Handbook is located on our website)
- Create a USI (Unique Student Identifier) through [www.usi.gov.au](http://www.usi.gov.au)
- Complete an enrolment form, pre-training review and Skills First Declaration form electronically [www.msatraining.edu.au/enrolment-tae/](http://www.msatraining.edu.au/enrolment-tae/)
- Take a photo or scan of your current Driver Licence; or a current Learner's Permit; or a Proof of Age/'Keypass' card
- Take a photo or scan of your medicare card, Australian/NZ birth certificate; Naturalisation certificate or formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence. Please talk to us if you don't have any of these documents.
- If you are applying for a Concession rate; Take a photo or scan of any relevant concession cards such as healthcare cards or pension cards.
- Email all documents/photos/scans to [msa-monashtraining@monash.edu](mailto:msa-monashtraining@monash.edu)
- Once received, our team will be in touch to discuss your application and finalise your enrolment.