



INSPIRE
EDUCATION

Training & Assessment



**FIND
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SPARK**

Certificate IV in
Training and Assessment

TAE40116

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Be a qualified trainer with the Certificate IV in Training and Assessment (TAE40116)

What Will You Learn?

By the time you finish your new Cert IV TAE (TAE40116) with us, you will have a sound understanding of the Australian Vocational Education and Training (VET) industry and training packages.

You will also develop skills in all key areas of Training and Assessment including design, delivery, and assessment. You will learn to design learning programs, deliver and assess training in one-on-one and group settings, and participate in assessment validation.

The latest Training and Assessment course includes 2 new units, the TAELLN411 and the TAEASS502.

- The TAELLN411 unit is designed to develop skills and knowledge required of a vocational trainer or assessor to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment; and to use resources and strategies that meet the needs of the learner group. It was formerly available only as an optional elective unit in the TAE40110 course.
- The TAEASS502 Design and Develop Assessment Tools is a Diploma level unit aimed at developing skills and knowledge required to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative recognition of prior learning (RPL) assessment.

This course is perfect for anyone wishing to engage in roles such as:

- Enterprise Trainer
- Enterprise Assessor
- Registered Training Organisation (RTO) Trainer
- Registered Training Organisation (RTO) Assessor
- Training Adviser or Training Needs Analyst
- Learning Product Developer
- Vocational Education Teacher

Ready to take the next step in your career?

Becoming a qualified trainer is an exciting and meaningful career move. A TAE40116 Certificate IV in Training and Assessment is already considered a valuable qualification to many employers and organisations, and absolutely essential if you wish to become a trainer at an Australian TAFE or RTO.



DON'T WAIT,
PROPEL YOUR
CAREER
FORWARD
NOW!



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Course Outline

Course Code:

TAE40116

Delivery Method:

- Mixed Mode (Workplace Required)
- Blended Face-to-Face Workshop (Workplace Required)
- Blended Online Workshop (Workplace Required)

Course Duration:

Maximum 12 months

Assessment Methods:

Assessment is conducted using a combination of:

- Questioning (e.g. written questions/questionnaire, knowledge assessment, self-reflection, self-evaluation)
- Product-Based Methods (e.g. project, practical assessment, case study, structured tasks)
- Portfolio (e.g. portfolio, skills workbook, workplace assessment workbook, logbook)
- Direct Observation*[^] (e.g. assessments that involved observing candidates as they complete relevant tasks)

**Dual Pathways – Students have the option to undertake assessments for certain subjects in the workplace or using the simulation environment; observations may be done by either an Inspire Education Assessor or a Third-Party as long as they are sufficiently qualified*

[^]Assessments for certain subjects must be done under a real assessment environment

Training Dates & Locations:

See the timetable brochure for all Face-to-Face workshop & Online workshop location and dates.

Workshops offered by Inspire Education are a combination of students from both Inspire Education (RTO 32067) and SmartSkills TAE (RTO 32067). As such, classes and workshops will consist of students from both Inspire Education and SmartSkills TAE.

Inspire Education (RTO # 32067) will provide you first-class training and student support while you undertake your studies in the Nationally Recognised Certificate IV in Training and Assessment (TAE40116).

Mixed Mode Delivery (Workplace Required)

Complete your Cert IV in Training and Assessment course through a combination of **online learning, face to face webinars, and workplace learning.**

- **6-Month 'Fast-Track Intensive' Course**

This delivery is **ONLY** for inspired individuals who have the motivation and the time to complete the full qualification course within the given period

- **12-Month Full Course**

This delivery meanwhile is for individuals who require more time, and would like to schedule their study in between family time, work, and other commitments

Face to Face Blended Workshop (Workplace Required)

- **1-Week 'Kickstarter' Delivery**

Kick start your training and set yourself up for success by attending a 5-day face-to-face TAE workshop with an expert trainer! During the workshop, you will be introduced to fundamental concepts about Training and Assessment and undertake several of the core projects in the first subject (Design Cluster). Comes with up to 12 months of self-paced online learning.

- **2-Week 'Breakthrough' Delivery**

Break through a huge portion of your course by attending two (2) 5-day face-to-face trainer and assessor course workshops. You will undertake more workbooks tasks, including conducting demo training sessions in class (*no need to spend time organising your own venue and recruiting new learners!*), plus everything in the 1-week workshop. Comes with up to 12 months of self-paced online learning.

- **3-Week 'Maximiser' Delivery**

Maximise your study time by attending three (3) 5-day face-to-face TAE workshops. In addition to the activities covered in the 2-week workshop, you will also go through the critical tasks and projects in the third subject (Assessment Cluster) under your trainer's assistance and direction. Comes with up to 12 months of self-paced learning.

- **4-Week 'Intensive' Delivery**

Fast-track your training by attending four (4) intensive 5-day face-to-face TAE workshops. With the expert guidance of your trainers, you will assess other learners in a real vocational setting and conduct group-based delivery sessions to complete the workplace training of the course (*no need to arrange placement with another RTO!*), plus everything covered in the 3-week delivery

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Delivery Options

COVID-19 Safe Online Workshops

- **1-Week 'Kickstarter' Delivery**

Kick start your training and set yourself up for success by attending a 5-day online TAE workshop with an expert trainer! During the workshop, you will be introduced to fundamental concepts about Training and Assessment and undertake several of the core projects in the first subject (Design Cluster). Comes with up to 12 months of self-paced online learning.

- **2-Week 'Breakthrough' Delivery**

Break through a huge portion of your course by attending two (2) 5-day online trainer and assessor course workshops. You will undertake more workbooks tasks, including conducting demo training sessions in class (*no need to spend time organising your own venue and recruiting new learners!*), plus everything in the 1-week workshop. Comes with up to 12 months of self-paced online learning.

- **3-Week 'Maximiser' Delivery**

Maximise your study time by attending three (3) 5-day online TAE workshops. In addition to the activities covered in the 2-week workshop, you will also go through the critical tasks and projects in the third subject (Assessment Cluster) under your trainer's assistance and direction. Comes with up to 12 months of self-paced online learning.

- **4-Week 'Intensive' Delivery**

Fast-track your training by attending four (4) intensive 5-day online TAE workshops. With the expert guidance of your trainers, you will assess other learners in a real vocational setting and conduct group-based delivery sessions to complete the workplace training of the course (*no need to arrange placement with another RTO!*), plus everything covered in the 3-week delivery. Comes with up to 12 months of self-paced online learning.

- **Australia-Wide 7-Week Evening Sessions**

Give yourself that extra guidance of the classroom easily slotted into a busy schedule with 2 evening sessions a week for 7 weeks (14 sessions total) + self-paced learning of up to 12 months

- **Intensive Online Evening Classes**

Enrol into an intensive Cert IV TAE course even with a full day schedule. This delivery allows you to get full trainer guidance with two 3-hour evening workshops per week for 28 weeks + self-paced learning of up to 12 months. The intakes are split into 4 terms, there are no classes during national holidays.



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Course Outline

Expected Study Hours

Up to 625 hours for learners with limited training experience. You will be provided a training plan and cohort level based on your existing skills and knowledge through a Personal Learning Plan Evaluation.

Learner Cohorts

Upon completion of your Personal Learning Plan Evaluation, you will be provided with a training plan that identifies your cohort, taking into account your existing level of knowledge and skill in this vocational area.

The amount of training and support required for each learner will vary according to their existing experience, knowledge and skills in this area

Mixed Mode Delivery

- **Beginner Cohort (Full Study Model)** – includes learners who are interested in becoming a trainer or assessor without any previously completed formal qualifications; also includes learners who may be unemployed and looking for a career change or learners who may have previously completed a qualification that is not from the TAE training package, and learners who have sound computer skills; **study hours are up to 625 hours.**
- **Intermediate Cohort (Partial Study Model)** – includes learners who are interested in becoming a trainer or assessor without any previously completed formal qualifications, but may have some minor work experience related to training or assessing for less than a year; also includes learners who are teachers in universities or colleges, learners who plan and deliver group and individual training, whether in the workplace or in the VET sector; also includes learners who have completed the old BSZ40198 Certificate IV in Workplace Training and Assessment; learners who may just be starting working in the VET-sector in training or non-training related roles, and learners who have intermediate computer skills; **study hours are up to 485 hours.**
- **Advanced Cohort (Partial Recognition Pathway)** – includes learners who have worked previously as a VET Trainer, VET Assessor, or VET Learning Development Writer without any recent industry experience; also learners who may be working as a trainer or assessor for their own business without any formal qualifications for at least a year; also includes learners who have worked in an RTO setting as a trainer or assessor for more than 2 years; learners who have worked previously in roles that require them to design learning programs and assessment tools in the VET sector, but without any recent industry experience; also includes learners who hold the TAA40104 Certificate IV in Training and Assessment, but do not have relevant, current VET experience; learners who have worked previously in roles requiring them to design learning programs and assessment tools in the VET sector without any recent industry experience; also includes learners who have worked previously in roles that require them to plan and deliver group and individual training in the VET sector without any recent industry experience; learners who have worked previously in roles that require them to conduct competency-based assessments in the VET sector using units of competency without any recent industry experience; also includes learner who may hold skills sets from the new TAE or the old TAE10 training package, and is currently practicing as a trainer and/or assessor; learners who have previously completed superseded but equivalent versions of the units in this qualification from the TAE10 training package, and learners who have advanced computer skills; **study hours are up to 305 hours.**
- **Expert Cohort (Assessment Only)** – includes learners who hold the TAA40104 Certificate IV in Training and Assessment or the TAE40110 Certificate IV in Training and Assessment, and is currently working in the industry for at least 2 years; also learners who have worked as a trainer and assessor for an RTO for 2 to 5 years; also learners who are currently working as a course designer/writer, designing and developing assessment tools for the VET industry; learners who may hold higher adult learning qualifications such as TAE50211 Diploma in Training Design and Development or its successor TAE50111 Diploma of Vocational Education and Training or its successor, and learners who have expert computer skills; **study hours are up to 254 hours.**

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Course Outline

Blended Delivery (Face to Face or Virtual Workshops)

- **Beginner Cohort (Full Study Model)** – includes learners who are interested in becoming a trainer or assessor without any previously completed formal qualifications; also includes learners who may be unemployed and looking for a career change; learners who may have previously completed a qualification that is not from the TAE Training Package; **study hours are as follows:**
 - Up to 612.5 hours for 1-week workshop or 7-week evening sessions
 - Up to 570 hours for 2-week workshop delivery
 - Up to 512.5 hours for 3-week workshop delivery
 - Up to 413 hours for the full 4-week workshop or 28-week evening sessions
- **Intermediate Cohort (Partial Study Model)** – includes learners who are interested in becoming a trainer or assessor without any previously completed formal qualifications, but may have some minor work experience related to training or assessing for less than a year; also includes learners who are teachers in universities or colleges, learners who plan and deliver group and individual training, whether in the workplace or in the VET sector; also includes learners who have completed the old BSZ40198 Certificate IV in Workplace Training and Assessment; learners who may just be starting working in the VET sector in training or non-training related jobs; **study hours are as follows:**
 - Up to 455 hours for 1-week workshop or 7-week evening sessions
 - Up to 442.5 hours for 2-week workshop delivery
 - Up to 400 hours for 3-week workshop delivery
 - Up to 320.5 hours for the full 4-week workshop or 28-week evening sessions

Recognition of Prior Learning (RPL)

RPL is offered to any learner who can provide evidence of competency for the units offered within this qualification.

This can include an individual's prior learning, achieved through formal and informal training, work experience or other life experiences. The learners will use the new and latest TAE40116 Certificate IV in Training and Assessment RPL Kit/Evidence Guides provided by Inspire Education to gather and submit their evidence and assess competence.

To apply for RPL, simply tick the box on your enrolment form.

[Click here for your RPL Guide.](#)

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Course Outline

Entry Requirements

Learners enrolling in the TAE40116 Certificate IV in Training and Assessment course must be able to demonstrate vocational competency in their proposed training and assessment 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.

They are required to complete a Vocational Competency Evaluation to demonstrate vocational competency in their proposed teaching and assessing area.

It is also recommended that they:

- are 18 years or older
- have sound language, literacy, and numeracy skills (at least Year 10 English, or equivalent)

The learners are also required to:

- obtain a Unique Student Identifier (USI);
- provide a valid ID with picture and signature;
- undertake a Language, Literacy and Numeracy Evaluation; and
- undertake a Personal Learning Plan Evaluation before accessing the course materials and commencing studies

All students considering a self-paced online course should give consideration to the following prior to enrolment:

- ability to access any required technologies
- information technology skills in accessing and using online programs
- experience and self-motivation to learn on their own
- competing pressures, such as work and family commitments, that may impact self-paced study time

Take our "[Online Study Readiness Survey](#)" to do a self-assessment! Visit the [Inspire Education FAQ page](#) for more info.

**Vocational competency is defined as having broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification.*



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Course Outline

Why study with Inspire Education?

- ✓ Inspire Education has a reputation as a leading Australian provider of quality training
- ✓ Inspire Education trains hundreds of Australians every year!
- ✓ All Inspire Education courses are nationally accredited and nationally recognised
- ✓ Our trainers are industry experts and extremely passionate
- ✓ Enjoy premium student support services and unlimited access to your trainer
- ✓ Easy to follow student resources to help you reach your goals faster
- ✓ Our courses are competitively priced and delivered to the highest standard
- ✓ Choose from a range of flexible study options

Training Resources

To support you in your online studies, Inspire Education will provide:

- access to a student account in the Learning Management System (LMS) for submission
- Learning Materials and Assessment Workbooks
- simulations, where applicable
- templates for completing Project Documents
- workshop facilities (for physical or virtual classroom for **Blended Delivery**)
- resources specific to the completion of activities/projects during the workshop (for **Blended Delivery**)

During your course you will need to have access to:

- Computer with:
 - Internet access through Google Chrome
 - MS Word, MS PowerPoint, or equivalent applications
 - Adobe Acrobat Reader
 - Printer and scanner
- Headset for webinar participation (for **Mixed Mode Delivery**)
- Headset and webcam (optional) for virtual workshop participation (for **Blended Delivery**)
- Video recording equipment (e.g. mobile phone, video recorder) or a TAE40116 qualified assessor* to provide observation and feedback for delivery facilitation projects**
- **At least eight (8) adult learners** for conducting delivery projects**
- A **Registered Training Organisation (RTO)** qualified to train and assess for Work Placement**
- A qualified assessor* under the chosen Work Placement to supervise assessments**

*Qualified assessor: A VET practitioner qualified to provide assessment in accordance with [Clauses 1.13-1.16 of Standards for RTOs 2015](#)

**These resources will be provided by Inspire Education where the workshop purchased (Blended Delivery) covers the cluster the project is under

NOTE: Inspire Education will provide all the resources under Work Placement where the Work Placement week is purchased (Blended Delivery)

Inspire Education works (RTO# 32067) with a range of reputable parties to market and recruit for national qualification and courses. Students of Inspire Education may be recruited by other parties under specific arrangements.

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Course Outline

Workplace Training

Students are required to complete specific activities in a real workplace environment. There is a mandatory requirement for students to demonstrate evidence that they have completed assessment activities in a real workplace environment covering the unit TAESS402 Assess Competence.

Students not working in an RTO

To successfully complete this trainer and assessor qualification, the candidate will need to initiate contact with an approved Registered Training Organisation (RTO) to complete workplace-based experience and skills relevant to the qualification.

Students already working in an RTO

Where the student is already working in an RTO, they may nominate their workplace for the purposes of completing of the Skills Workbook requirements. The workplace must meet the requirements of the Workplace Approval Checklist. The workplace must also be approved by the Vocational Placement Coordinator.

Work Placement Provider Requirements

The Workplace Training Provider must provide access to:

The approved RTO for work placement must provide access to:

- A qualified assessor (*A VET practitioner qualified to provide assessment in accordance with [Clauses 1.13-1.16 of Standards for RTOs 2015](#)*)
- Assessment of five (5) candidates within the vocational education and training (VET) context against at least one (1) endorsed or accredited unit of competency:
 - Assessment of at least four (4) candidates via the training and assessment pathway
 - Assessment of at least one (1) candidate using the recognition of prior learning (RPL) process
 - Making reasonable adjustment in the assessment of at least (1) candidate

The assessment environment must include access to assessment tools and recording materials.

Qualification Pathways

The TAE40116 Certificate IV in Training and Assessment is suitable for anyone looking to enter job roles which relate to the delivery of training and assessment of competence within the VET sector.

After completing the latest course, learners can continue their studies with:

- TAE50216 Diploma of Training Design and Development
- TAE50116 Diploma of Vocational Education and Training
- TAE80316 Graduate Certificate in Digital Education

Please read our policies and procedures in the Inspire Education Student Handbook before enrolling by [clicking here](#).

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Course Units

The TAE40116 Certificate IV in Training and Assessment is comprised of 10 course units, including 9 core units PLUS 1 elective unit.

We have organised these units into three major areas of TAE: Design, Delivery, and Assessment.

Core Units

TAEDES401	Design and develop learning programs
TAEDES402	Use training packages and accredited courses to meet client needs
TAEDEL401	Plan, organise and deliver group-based learning
TAEDEL402	Plan, organise and facilitate learning in the workplace
TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence
TAEASS403	Participate in assessment validation
TAEASS502	Design and develop assessment tools
TAE LLN411	Address adult language, literacy, and numeracy skills

Elective Units

BSBCM411	Make presentations
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Payment Options

Mixed Mode Learning

6-Month 'Fast-Track Intensive'

October Upfront Price

- Single payment of just \$1390

Monthly Payment Plan

- Only \$1090 upfront
+ 6 monthly payments of \$100
Total of \$1690

Weekly Payment Plan

- Only \$890 upfront
+ 26 weekly payments of \$46.15
Total of \$2090

12-Month Full Course

Monthly Payment Plans

- Only \$1490 upfront
+ 6 monthly payments of \$50
Total of \$1790
- Only \$1290 upfront
+ 6 monthly payments of \$100
Total of \$1890

Weekly Payment Plan

- Only \$1090 upfront
+ 26 weekly payments of \$46.15
Total of \$2290

Online Course Learning

AUSTRALIA-WIDE "EVENING" SESSIONS

7-Week Online Workshop (14x Evening Sessions) + 12-Month Online Learning

Monthly Payment Plan

- Only \$1490 upfront + 6 monthly payments of \$100
Total of \$2090

Lowest Upfront Payment Plan

- Only \$1290 upfront + 6 monthly payments of \$216.67
Total of \$2590

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Inspire Education Pty Ltd - GPO Box 1180, Brisbane, QLD, 4001

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Phone: **1800 506 509** or **+61 7 3054 5400** (from overseas)

Fax: **1800 008 128** or **+61 7 3367 3449** (from overseas)

www.inspireeducation.net.au

Payment Options

Online Course Learning

AUSTRALIA-WIDE "INTENSIVE" EVENING SESSIONS

3-Hour Evening Sessions (2x per week for 28 weeks) + 12-Month Online Learning

3-Month Payment Plan

- Only \$1490 upfront + 3 monthly payments of 700
Total of \$3590

Lowest Upfront Payment Plan

- Only \$1290 upfront + 3 monthly payments of \$933.33
Total of \$4090

1-WEEK 'KICKSTARTER' ONLINE WORKSHOP

5-Day Online Workshop + 12-Month Online Study

Monthly Payment Plan

- Only \$1490 upfront + 6 monthly payments of \$100
Total of \$2090 - SAVE UP TO 32%

Lowest Upfront Payment Plan

- Only \$1290 upfront + 6 monthly payments of \$216.67
Total of \$2590 - SAVE UP TO 32%

2-WEEK 'BREAKTHROUGH' ONLINE WORKSHOP

Week 1 + Week 2 (2 x 5 Day Online Workshops) + 12-Month Online Study

3-Month Payment Plan

- Only \$1490 upfront + 3 monthly payments of \$366.67
Total of \$2590 - SAVE UP TO 28%

Lowest Upfront Payment Plan

- Only \$1290 upfront + 3 monthly payments of \$600
Total of \$3090 - SAVE UP TO 28%

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Payment Options

Online Course Learning

3-WEEK 'MAXIMISER' ONLINE WORKSHOP

Week 1 + Week 2 + Week 3 (3 x 5-Day Online Workshops) + 12-Month Online Study

3-Month Payment Plan

- Only \$1490 upfront + 3 monthly payments of \$533.33
Total of \$3090 - SAVE UP TO 30%!

Lowest Upfront Payment Plan

- Only \$1290 upfront + 3 monthly payments of \$766.67
Total of \$3590 - SAVE UP TO 30%!

4-WEEK 'INTENSIVE' ONLINE WORKSHOP

Week 1 + Week 2 + Week 3 + Week 4 (4 x 5 Day Online Workshops) + 12-Month Online Study

3-Month Payment Plan

- Only \$1490 upfront + 3 monthly payments of \$700
Total of \$3590 - SAVE UP TO 31%!

Lowest Upfront Payment Plan

- Only \$1290 upfront + 3 monthly payments of \$933.33
Total of \$4090 - SAVE UP TO 31%!

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Payment Options

Face-to-Face Workshop

1-WEEK 'KICKSTARTER' FACE-TO-FACE WORKSHOP

5-Day Face-to-Face Workshop + 12-Month Online Study

Monthly Payment Plan

- Only \$1490 upfront + 6 monthly payments of \$183.33
Total of \$2590

Lowest Upfront Payment Plan

- Only \$1290 upfront + 6 monthly payments of \$300
Total of \$3090

2-WEEK 'BREAKTHROUGH' FACE-TO-FACE WORKSHOP

Week 1 + Week 2 (2 x 5-Day Face-to-Face Workshops) + 12-Month Online Study

3-Month Payment Plan

- Only \$1290 upfront + 3 monthly payments of \$533.33
Total of \$3090

Lowest Upfront Payment Plan

- Only \$1290 upfront + 3 monthly payments of \$766.67
Total of \$3590

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Payment Options

Face-to-Face Workshop

3-WEEK 'MAXIMISER' FACE-TO-FACE WORKSHOP

Week 1 + Week 2 + Week 3 (3 x 5-Day Face-to-Face Workshops) + 12-Month Online Study

3-Month Payment Plan

- Only \$1490 upfront + 3 monthly payments of \$800
Total of \$3890

Lowest Upfront Payment Plan

- Only \$1290 upfront + 3 monthly payments of \$1033.33
Total of \$4390

4-WEEK 'INTENSIVE' FACE-TO-FACE WORKSHOP

Week 1 + Week 2 + Week 3 + Week 4 (4 x 5-Day Face-to-Face Workshops) + 6-Month Online Study

3-Month Payment Plan

- Only \$1490 upfront + 3 monthly payments of \$1066.67
Total of \$4690

Lowest Upfront Payment Plan

- Only \$1290 upfront + 3 monthly payments of \$1300
Total of \$5190



Yes! We price match. Want to study with Inspire Education, but have found a cheaper, equivalent course elsewhere?

If so, let us know! **We want to help you 'Find your Spark'** - so talk to us, and we'll do our best to match their price!

^T&Cs apply.

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Call **1800 506 509**
or visit

www.inspireeducation.net.au/shop/

Terms and Conditions: Pricing valid until 31st October 2022 unless extended. Full first payment must have been received by 31st October 2022 to guarantee pricing outlined unless otherwise arranged and confirmed in writing. Please read the Appeals Policy, Complaints Policy, Refund Policy, and other policies and procedures before enrolling in the [Inspire Education Student Handbook](#).

[^Price Match policy here.](#)



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