

Certificate IV in Training and Assessment
National Qualification Code: TAE40110

Packaging Rules: To gain a Certificate IV in Training and Assessment qualification, competency is required in 10 units, as outlined below. 7 core units 3 elective units		
Code	Core Units	
TAEASS401A	Plan assessment activities and processes This unit describes the performance outcomes, skills and knowledge required to plan and organise the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system.	20
TAEASS402A	Assess competence This unit describes the performance outcomes, skills and knowledge required to assess the competence of a candidate.	15
TAEASS403A	Participate in assessment validation This unit describes the performance outcomes, skills and knowledge required to participate in an assessment validation process.	20
TAEDEL401A	Plan, organise and deliver group-based learning This unit describes the performance outcomes, skills and knowledge required to plan, organise and deliver training for individuals within a group.	30
TAEDEL402A	Plan, organise and facilitate learning in the workplace This unit describes the performance outcomes, skills and knowledge required to plan, organise and facilitate learning for individuals in a workplace.	25
TAEDES401A	Design and develop learning programs This unit describes the performance outcomes, skills and knowledge required to conceptualise, design, develop and review learning programs to meet an identified need for a group of learners.	50
TAEDES402A	Use training packages and accredited courses to meet client needs This unit describes the performance outcomes, skills and knowledge required to use training packages and accredited courses as tools to support industry, organisation and individual competency development needs.	25

Person who is involved in the delivery and management of training and assessment in a workplace

Core	Elective Units	
Core	Unit of Competency	
TAETAS501A	Undertake organisational training needs analysis This unit specifies the competency required to undertake a training needs analysis (TNA) to identify the training and assessment needs of an organisation.	40
TAELLN401A	Address adult language, literacy and numeracy skills This unit describes the performance outcomes, skills and knowledge required to recognise the core language, literacy and numeracy (LLN) demands of training and assessment, and to tailor training and assessment to suit individual skill levels, including accessing relevant support resources.	30

BSBREL402A	Build client relationships and business networks This unit describes the performance outcomes, skills and knowledge required to establish, maintain and improve client relationships, and to actively participate in networks to support attainment of key business outcomes.	50
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Person whose primary function is delivering training and assessment in a workplace environment

Elective Units		
Core	Unit of Competency	
TAEASS502A	Design and develop assessment tools This unit describes the performance outcomes, skills and knowledge required to design and develop assessment tools, including tools used in formative, summative and recognition of prior learning (RPL) assessment.	30
TAEDEL404A	Mentor in the workplace This unit describes the performance outcomes, skills and knowledge required to establish and develop a professional mentoring relationship with a learner, in particular an apprentice or trainee employed by, or undertaking work placement in, a workplace.	30
TAELLN401A	Address adult language, literacy and numeracy skills This unit describes the performance outcomes, skills and knowledge required to recognise the core language, literacy and numeracy (LLN) demands of training and assessment, and to tailor training and assessment to suit individual skill levels, including accessing relevant support resources.	30

Person whose primary function is delivering training and assessment in a formal educational setting

Elective Units		
Core	Unit of Competency	
TAEASS301A	Contribute to assessment This unit describes the performance outcomes, skills and knowledge required to contribute to the assessment process.	10
TAEDEL501A	Facilitate e learning This unit describes the performance outcomes, skills and knowledge required to facilitate learning delivered via electronic media.	30
TAETAS401A	Maintain training and assessment information This unit describes the performance outcomes, skills and knowledge required to maintain the training and assessment information requirements of the organisation and other relevant bodies, including the timely dissemination of accurate information to learners on training and assessment services and the recording and reporting of training and assessment service data.	40

Upgrade available if have prior BSZ or TAA qualification