



RTO ID 152095 NTIS 90013  
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# Diploma of Training & Assessment

(TAA50104)



This Diploma in Training and Assessment is for adult education practitioners who would like to engage in meaningful professional development. The course will focus on applying adult learning theory to the design and delivery of high quality learning and assessment; contextualizing vocational education to address environmental sustainability and the coordination/management of training and assessment services. The program is suitable for VET Managers and VET Teachers and is designed to address the recent findings from research into the VET workforce (published in 2011) that found:

- Australia needs a VET workforce with qualifications above the Certificate IV in TAA; and
- VET practitioners need to engage in more Professional Development.



## Course Information



<b>Entry Requirements</b>	The Certificate IV in Training and Assessment and/or significant experience in the vocational education sector.
<b>Course Length, Dates &amp; Hours</b>	Participation in 8 days of face to face workshops/intensives (compulsory). 9am to 4pm. The completion of projects/assignments is required in between. Intensive One      March: 12 <sup>th</sup> & 13 <sup>th</sup> Intensive Two      May: 7 <sup>th</sup> & 8 <sup>th</sup> Intensive Three     July: 2 <sup>nd</sup> & 3 <sup>rd</sup> Intensive Four      October: 1 <sup>st</sup> & 2 <sup>nd</sup>
<b>Enrolment and Fees</b>	Enrolment is confirmed on payment of a deposit against the course fee. <ul style="list-style-type: none"> <li>• <b>Full fee \$ 3,400</b></li> <li>• <b>Early Bird \$ 2,700</b> (local residents only)</li> </ul> Northern Rivers residents can apply for a concession rate. Course fee does not include text book costs.
<b>Required Units of Study</b>	This qualification requires completion of 12 units. To complete this qualification you are required to undertake assessment tasks, attend the workshop intensives and complete assignments by the due dates. See below for a list of units.

Minimum enrolment numbers need to be achieved before this course will go ahead

<b>About Course Fees</b>	Course fees are fully inclusive of: Course administration; tuition; and handouts and readers.
<b>Paying course fees</b>	<p>Course fees must be paid in the following way.</p> <ul style="list-style-type: none"> <li>• First payment: \$500 at enrolment.</li> <li>• Second payment: 1/3 of total course fees and must be made two weeks after the course start date.</li> <li>• Final payment is the remainder of course fees and is required to be paid <b>half way</b> through the course.</li> </ul> <p>Please note that students will be asked to leave the course if fees are not paid on time and Certificates will not be issued unless full payment has been received.</p>
<b>Guarantee of Course Completion</b>	Byron Region Community College will only commence a course when the minimum number of students required for the course to be financially viable for the College has been met. Once the course has started the College guarantees to complete the course within the period advertised. Should the course need to be cancelled due to poor enrolments, the College will reimburse all students the fees already paid to the college. If the course teacher is unable to complete teaching the course, as per their contract with the College, the College will arrange for an alternative teacher or make reasonable arrangements to assist all enrolled students complete their studies.
<b>Refund Policy</b>	The College will refund all course fees paid if the course fails to achieve the minimum number of enrolments required and does not go ahead. If you decide to withdraw from the course your course fees will be fully refunded as long as you withdraw <b>one week prior to the course commencement date</b> . If you withdraw after one week prior to commencement of the course or once the course has started you will need to apply to the Operations Manager for a refund as the college has a NO REFUNDS POLICY ONCE A COURSE HAS STARTED OR UNDER ONE WEEK PRIOR TO COMMENCEMENT DATE OF A CERTIFICATE COURSE.
<b>Issuing Certificates</b>	If you complete the course successfully you will receive your Certificate, by post, to the address you provided at enrolment. Certificates will be posted within one month of the course finishing. If you misplace your certificate and need a replacement certificate you will need to pay an administration fee of \$30.
<b>Student Support Services</b>	The Byron Region Community College has Student Support Officer who can assist you with literacy or other issues affecting your study.
<b>Recognition of Prior Learning</b>	You can apply for recognition of your prior learning and work experience. To do this contact the Student Support Officer or speak to the tutor once you start the course.

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<b>Appeals and Complaints Procedures</b>	You have the right to appeal an assessment decision made by a tutor. Full information about how to appeal an assessment decision will be covered in the course Orientation (first class). The Byron Region Community College listens to students' complaints and has a client friendly appeals and complaints procedure detailed in the Student Handbook.
<b>Assessment Requirements</b>	Students need to complete tasks set by the tutor. Assessments are designed to allow the student to exhibit competence in the course material and will be based on classroom activities, home assignments and project work. Information about assessment requirements will be given out in the first class and explained clearly by the teacher. You can appeal an assessment outcome

## Units of Study Required for this Qualification

Compulsory Units	
<i>Unit Code</i>	<i>Unit Title</i>
TAAENV501B	Maintain and enhance professional practice
TAADES501B	Design and develop learning strategies
TAADEL503B	Provide advanced facilitation to support learning
TAAASS501B	Lead and coordinate assessment systems and services
TAACMQ503B	Lead and conduct training and/or assessment evaluations
Elective Units	
<i>Unit Code</i>	<i>Unit Title</i>
TAADEL504B	Lead and coordinate training services
TAADES502B	Design and develop learning resources
TAADEL502B	Facilitate action learning projects
TAATAS504B	Facilitate group processes
TAATAS501B	Undertake organizational training needs analysis
TAESUS501A	Analyse and apply sustainability skills to learning programs
TAACMQ505A	Lead a team to foster innovation

**For further information about this course call the College Office on 0266843374.**

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