



RTO ID 152095 NTIS 90013
 Phone: 02 6684 3374
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www.byroncollege.org.au

Certificate IV in Training & Assessment (TAE40110)



Certificate IV in Training and Assessment is the national standard qualification for teaching in the vocational education and training sector. This qualification will give you the knowledge and skills to plan, design, teach and assess accredited courses for registered training organisations and TAFE. Course content includes: Adult Learning Theory; Learning Facilitation Processes; Presentation Skills; Learning and Assessment Design and the Organisation and Structure of Vocational Education in Australia.



Course Information



Entry Requirements	A qualification and/or significant experience in the industry in which you wish to teach. A competent level of literacy and numeracy is required to complete this qualification and a willingness to work in the vocational education and training industry.
Course Length, Dates & Hours	13 weeks; Fridays, 24th February to 8th June, 9:00 - 4 pm.
Enrolment and Fees	Enrolment is confirmed on payment of a deposit against the course fee. <ul style="list-style-type: none"> • Full fee \$ 1,900 • Early Bird \$ 1,500 (local residents only) Northern Rivers residents can apply for a concession rate. Course fee does not include text book costs.
Required Units of Study	This qualification requires completion of 10 units. To complete this qualification you are required to undertake assessment tasks, home study and 85% attendance. See below for a list of units.
About Course Fees	Course fees are fully inclusive of: Course administration; tuition; handouts and readers.
Paying course fees	Course fees must be paid in the following way. <ul style="list-style-type: none"> • First payment: \$500 at enrolment. • Second payment: 1/3 of total course fees and must be made two weeks after the course start date.

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

	<ul style="list-style-type: none"> Final payment is the remainder of course fees and is required to be paid half way through the course. <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>
Guarantee of Course Completion	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.
Refund Policy	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 one week prior to the course commencement date . 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.
Issuing Certificates	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.
Student Support Services	The Byron Region Community College has Student Support Officer who can assist you with literacy or other issues affecting your study.
Recognition of Prior Learning	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.
Appeals and Complaints Procedures	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.
Assessment Requirements	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.

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	Information about assessment requirements will be given out in the first class and explained clearly by the teacher. You can appeal an assessment outcome
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Units of Study Required for this Qualification

Compulsory Units	
<i>Unit Code</i>	<i>Unit Title</i>
TAEASS401A	Plan assessment activities and processes
TAEASS402A	Assess competence
TAEASS403A	Participate in assessment validation
TAEDEL401A	Plan, organize and deliver group based learning
TAEDEL402A	Plan, organize and facilitate learning in the workplace
TAEDES401A	Design and develop learning programs
TAEDES402A	Use training packages and accredited courses to meet client needs
Elective Units	
<i>Unit Code</i>	<i>Unit Title</i>
TAEASS301A	Contribute to assessment
BSBCMM401A	Make a presentation
TAETAS401A	Maintain training and assessment information

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

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