



Practical Outcomes

Business & Training Solutions

Certificate IV in Training & Assessment (TAA04)

Who is Practical Outcomes?

Practical Outcomes is a Registered Training Organisation providing business and training solutions in Victoria. Our team consists of highly skilled and professional trainers and facilitators who have experience in a wide range of industries including the delivery of adult learning programs.

Who is the Cert IV in TAA designed for?

This course is suited to people who wish to extend their industry knowledge and skills into the training area. Often staff are required to design and facilitate training and/or assessment in their own workplaces, this course is also designed for these people.

How is the course delivered?

The full course is delivered during a series of class based sessions. Attendance at all sessions is compulsory. Participants are required to complete reading and research between sessions as well as deliver training during the course in class and within their own workplace.

Sessions times are 10.00am-4.00pm and a light lunch and refreshments will be provided.

The Certificate IV is made up of 14 units of competency (12 core units & 2 elective units). The units are grouped into the following areas:

- Learning environment - These sessions address the different aspects of the work environment of Vocational Education and Training.
- Learning design - These sessions look at the design of both training products and learning processes.
- Delivery and facilitation - These sessions cover the skills required to deliver and facilitate training for groups and individual learners.
- Assessment - These sessions look at the assessment of learners, the validation process of assessment tools and systems that support the assessment process.

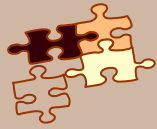
Are there pre-requisites?

Participants are required to practice various skills throughout the course. Access to a workplace where on-the-job training is provided is an essential pre-requisite of this course.

High level written, communication and interpersonal skills are also required to gain competency in this course. Participants will be required to access, read and interpret training materials, develop and document learning programs, present information, facilitate training sessions and design and prepare records and reports.

Pathways

Completion of the core units of this qualification gives participants entry into the Diploma of Training and Assessment.



Course Costs:

Enrolment	\$300
Manual & Resources	\$300
Total Student Enrolment Fees (non-refundable)	\$600

The Learning Environment		
*TAAENV401A	Work effectively in vocational education and training	2 sessions \$500
*TAAENV402A	Foster and promote an inclusive learning culture	
*TAAENV403A	Ensure a healthy and safe learning environment	
TAAENV404A (elective)	Develop innovative ideas at work	
Design & Deliver training		
*TAADES401A	Use training packages to meet client needs	3 sessions \$550
TAADES402A	Design and develop learning programs	
TAADEL401A	Plan and organise group-based delivery	
TAADEL402A (elective)	Facilitate group-based learning	
Facilitate workplace learning		
*TAADEL403A	Facilitate individual learning	2 sessions \$500
*TAADEL404A	Facilitate work-based learning	
Assessment & Validation		
TAAASS401A	Plan and organise assessment	3 sessions \$550
TAAASS402A	Assess competence	
*TAAASS403A	Develop assessment tools	
*TAAASS404A	Participate in assessment validation	

Full course	\$2700
RCC only - (Non - BSZ40198 holders with current experience in the training industry) Gap training may apply - additional fees will apply for any individual training	\$1500
Bridging program (training) from Certificate IV in Assessment and Workplace Training (BSZ40198) This program is for BSZ holders <u>with no</u> current training experience. The units marked with an astrix above (*) are included in this program.	\$2000
Bridging program (training) from Certificate IV in Assessment and Workplace Training (BSZ40198) This program is for BSZ holders <u>with</u> current training experience. The units marked with an astrix above (*) are included in this program.	\$1200
RCC - (BSZ40198 holders with current experience in the training industry)	\$900

**Customised courses are available for groups of 10 or more at your workplace.
Please contact us to discuss your individual training requirements.**