



REALISE
YOUR
POWER.

CERTIFICATE IV IN TRAINING AND ASSESSMENT

TAE40110

Australian
Institute of
Management



CERTIFICATE IV IN TRAINING AND ASSESSMENT

DEVELOP AND STRENGTHEN PRACTICAL SKILLS TO DELIVER NATIONALLY ACCREDITED QUALIFICATIONS AND WORKPLACE TRAINING IN A PROFESSIONAL WAY

AIM's Certificate IV in Training and Assessment - Intensive is designed to enhance a broad range of skills in designing and developing training programs, planning and undertaking delivery and organising and running assessment processes. This course is suitable for professionals, tradespeople and others who are training and/or assessing or are required to train/assess in the workplace.

> **Duration**

This qualification will require 10 (2 +3 + 3 +1 + 1) days of face-to-face training, followed by an assessment towards each unit of competency. The training days are split across a 6-month period. You will have 6 weeks after the completion of each module to submit your assessments.

> **Delivery Methods**

Face-to-face classroom delivery at either DIBP or AIM premises

> **This qualification is right for you**

- If you are training learners towards a specific skill or are involved in on the job training and assessing.
- If you are required to or want to position yourself to perform the role of a trainer, facilitator or assessor in the workplace (vocational based training) or in a Registered Training Organisation (RTO).

> **Prerequisites**

To participate in this qualification you should have some experience designing, delivering or assessing training. This will assist you with the completion of your assessments. If you have limited experience in some of these domains but not all, or are not currently employed please speak to a Senior Training Advisor to discuss the suitability of the intensive option.

> **Your employer will benefit because**

- You'll engage in workplace based projects relating to the design, delivery and assessment of training.
- You'll be able to link the appropriateness of training and assessment to the organisation's context and the characteristics, language, literacy and numeracy skills of the person being trained/assessed.
- Training and assessment provides information on the capability of individuals and organisations to achieve their work and business plans.
- Workplace training and assessment are integral functions, not only to skills development, but also to performance management and team leadership.

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QUALIFICATION STRUCTURE

> **TAE40110 Certificate IV in Training and Assessment - Intensive Stream Units**

You must complete all the following programs and associated units

Certificate IV TAE Intensive - 6 Days (2 + 2 + 2) + online

- BSBCMM401 Make a presentation
- TAEDEL301A Provide work skill instruction
- TAEDEL401A Plan, organise and deliver group-based learning
- TAEDEL402A Plan, organise and facilitate learning in the workplace
- TAEASS401B Plan assessment activities and processes
- TAEASS402B Assess competence
- TAEASS403B Participate in assessment validation
- TAEDES401A Design and develop learning programs
- TAEDES402A Use training packages and accredited courses to meet client needs
- TAE LLN411 Address adult language, literacy and numeracy skills

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WHY AIM?

> **AIM Facilitators**

AIM programs are delivered by facilitators with real-world experience. We expect the highest standards of our facilitators by focusing on the actual transfer of knowledge into a working environment rather than simply focus on theory and research. Our facilitators have all had successful careers in their chosen industry and/or public sector organisations, meaning that they can draw on a wealth of real-life examples to illustrate the application of your training to your working environment.

> **AIM - Partnering with you throughout your career journey.**

The Australian Institute of Management began in 1941 with a vision to help managers unlock their career potential in the ever-changing business environment. As the peak body for management in Australia, we aim to develop exceptional managers and leaders who enrich the world.

AIM is proudly Australia's leading provider of leadership, management and professional development and a not-for-profit entity which solely exists to develop, support, promote and practice the profession of management and leadership at all levels – not just for our members and customers, but Australia at large.

Great managers and leaders make decisions every day that have far-reaching effects.

We aim to help people realise that power for the benefit of themselves, their organisations and their wider communities.

AIM's learning approach is based on the theory that 70% of learning comes from practical experience. AIM's curriculum and assessments are designed to be hands-on and practical enough that skills can be applied immediately in the workplace.