TAE40110
Certificate IV in Training and Assessment
Course Guidelines

Information for Students and Workplace Observers

This document contains general information to support TAE40110 Certificate IV in Training and Assessment.
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Unit Clustering

To achieve TAE40110 CIV in Training and Assessment, the student must complete a total of 10 units.

This is made up of 7 core units plus 3 elective units.

The elective units must be relevant to the work outcome, local industry requirements and the qualification level.

The units are clustered as follows and the core units and holistic assessments must be completed in order as they appear in the table below. The core units must be undertaken before the elective units.

### Core Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAEDES402A</td>
<td>Use training packages and accredited courses to meet client needs</td>
</tr>
<tr>
<td>TAEDES401A</td>
<td>Design and develop learning programs</td>
</tr>
<tr>
<td>Holistic Assessment 1</td>
<td>Holistic Assessment for TAEDES402A and TAEDES401A</td>
</tr>
<tr>
<td>TAEDEL401A</td>
<td>Plan, organise and deliver group-based learning</td>
</tr>
<tr>
<td>TAEDEL402A</td>
<td>Plan, organise and facilitate learning in the workplace</td>
</tr>
<tr>
<td>TAEASS401A</td>
<td>Plan assessment activities and processes</td>
</tr>
<tr>
<td>TAEASS402A</td>
<td>Assess competence</td>
</tr>
<tr>
<td>TAEASS403A</td>
<td>Participate in assessment validation</td>
</tr>
<tr>
<td>Holistic Assessment 2</td>
<td>Holistic Assessment for TAEASS401A, TAEASS402A and TAEASS403A</td>
</tr>
</tbody>
</table>

### Elective Units (select any 3)

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAEDEL301A</td>
<td>Provide work skill instruction</td>
</tr>
<tr>
<td>TAEDEL404A</td>
<td>Mentor in the workplace</td>
</tr>
<tr>
<td>TAELLN401A</td>
<td>Address adult language, literacy and numeracy skills</td>
</tr>
<tr>
<td>BSBMKG413A</td>
<td>Promote products and services</td>
</tr>
<tr>
<td>BSBRES401A</td>
<td>Analyse and present research information</td>
</tr>
<tr>
<td>BSBCMM401A</td>
<td>Make a presentation</td>
</tr>
</tbody>
</table>

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Skill Sets

The TAE40110 CIV in Training and Assessment has been categorised into four skill sets. This enables the student to choose the study stream that is appropriate to their job role or area of interest.

Job roles associated with this qualification relate to the delivery of training and assessment of competence within the VET sector. Possible job titles and roles relevant to this qualification include:

- enterprise trainer
- enterprise assessor
- registered training organisation (RTO) trainer
- RTO assessor
- training adviser or training needs analyst
- vocational education teacher.

<table>
<thead>
<tr>
<th>Assessor Skill Set</th>
<th>Target Group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Individuals wishing to obtain the assessment competencies to assess according to AQTF requirements.</td>
</tr>
<tr>
<td></td>
<td><strong>Units</strong></td>
</tr>
<tr>
<td></td>
<td>TAEASS401A Plan assessment activities and processes</td>
</tr>
<tr>
<td></td>
<td>TAEASS402A Assess competence</td>
</tr>
<tr>
<td></td>
<td>TAEASS403A Participate in assessment validation</td>
</tr>
<tr>
<td></td>
<td><strong>Pathway</strong></td>
</tr>
<tr>
<td></td>
<td>The TAEASS units provide credit towards TAE40110 CIV in Training and Assessment. These units from TAE10 Training and Education Training Package, when used with relevant vocational competencies, meet industry requirements for assessors.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enterprise Trainer Skill Set</th>
<th>Target Group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Individuals who train others within a workplace. The training may be accredited or non-accredited. The role may involve some coaching at individual or small group level.</td>
</tr>
<tr>
<td></td>
<td><strong>Units</strong></td>
</tr>
<tr>
<td></td>
<td>TAEDEL301A Provide work skill instruction</td>
</tr>
<tr>
<td></td>
<td>BSBCM401A Make a presentation</td>
</tr>
<tr>
<td></td>
<td><strong>Pathway</strong></td>
</tr>
<tr>
<td></td>
<td>These units are elective units and provide credit towards TAE40110 CIV in Training and Assessment. These units meet industry requirements for enterprise trainers.</td>
</tr>
</tbody>
</table>
### Enterprise Trainer and Assessor Skill Set

**Target Group**
Enterprise trainers and assessors working in an enterprise registered training organisation (RTO) or in an enterprise that works together with an RTO in an auspice arrangement. These people deliver and assess nationally endorsed units or qualifications.

**Units**
- TAEASS401A Plan assessment activities and processes
- TAEASS402A Assess competence
- TAEASS403A Participate in assessment validation
- TAEDEL301A Provide work skill instruction

**Pathway**
These units provide credit towards TAE40110 CIV in Training and Assessment. These units from TAE10 Training and Education Training Package meet industry requirements for enterprise trainers and assessors.

### Workplace Supervisor Skill Set

**Target Group**
Supervisors and managers involved in developing the skills of their team. In particular these competencies are identified as essential skills for those engaged in supervising apprentices.

**Units**
- TAEDEL301A Provide work skill instruction
- TAEDEL404A Mentor in the workplace
- TAEASS301A Contribute to assessment

**Pathway**
These units provide credit towards TAE40110 CIV in Training and Assessment. These units from TAE10 Training and Education Training Package meet industry requirements for mentoring apprentices and trainees.
Assessment Pathways

When undertaking this course the student will find that several of the units contain assessments with two pathway options.

**Option 1:**
**Your Workplace**

- This option is for students that are currently working in, or have worked in, a training environment where they have dealt with a range of learners.
- Where possible, this is the recommended pathway for completing this course, as it allows the student to complete their assessments whilst undertaking real work activities.
- This does not have to be in an education environment, it can be in a workplace where the student is involved in training staff.

**Option 2:**
**Simulated Workplace**

- This option is for students who are not currently working in, or have not worked in, a training environment where they have dealt with a range of learners.
Option 1 – ‘Your Workplace’

Option 1 - ‘Your Workplace’ – Submitting Assessments
In the ‘Your Workplace’ pathway the student will be required to deliver/participate in training and assessment sessions in their workplace. The assessment tasks should reflect real work activities.

There are 2 ways to submit this evidence

A
The assessments must be witnessed by a workplace observer who holds one of the following qualifications:
- Certificate IV in Training and Assessment (TAA40104)
- Diploma of Training and Assessment (TAA50104)
- Certificate IV in Assessment and Workplace Training (BSZ40198)
- Certificate IV in Training and Assessment (TAE40110)

The workplace observer is required to provide Accredited Online Training (AOT) with a copy of their qualifications.
Refer to the information for workplace observers on page 20 of this document.
Refer to section on Authorised Signatures on page 9 of this document.

B
The training sessions are to be recorded onto video tape, then transferred to a DVD and mailed to AOT:

Accredited Online Training
PO Box 7575
CAIRNS QLD 4870

Please ensure you enclose the following information:
Your name
Student number
Unit code e.g. TAEASS Holistic
Assessment number e.g. Assessment 1.2
Student Using Their Own Workplace

Students that are currently working in, or have worked in, a training environment where they have dealt with a range of learners are encouraged to choose the workplace pathway.

Students that are able to base their assessments on their current workplace and use a workplace observer will be offered a reduced enrolment fee.

The benefits of basing assessments on a current workplace are:

- The assessments will reflect real work activities
- The assessments can be undertaken as part of day to day work activities
- The assessment can be observed by the workplace observer as the actual workplace activity is taking place

All workplace observers must hold one of the following qualifications
- Certificate IV in Training and Assessment (TAA40104)
- Diploma of Training and Assessment (TAA50104)
- Certificate IV in Assessment and Workplace Training (BSZ40198)
- Certificate IV in Training and Assessment (TAE40110)

The workplace observer is required to provide Accredited Online Training (AOT) with a copy of their qualifications.
Refer to section on Authorised Signatures - page 9 of this document.

Requirements when using a workplace observer

If possible, it is advisable that the student use the same workplace observer for all of their assessments. The benefits are:
- The observer will only have to provide their qualifications once
- AOT will be able to form a relationship with the observer which will help support the students learning
- Refer to the information for workplace observers on page 20 of this document

Prior to commencing the course the student and their workplace observer will have an induction interview with an AOT assessor/trainer. During this induction the AOT assessor/trainer will:
- Clarify the workplace observer holds the appropriate qualification
- Discuss appropriate workplace activities for basing assessments on
- Answer any questions
Authorised Signatures

Certificates, Diplomas and Statements of attainment that are being sent to AOT as evidence, need to be signed and dated by one of the following authorities with this statement on the front of the document/s:

Statement:
I certify that this is a true copy of the original document sighted by me.

Name: ________________________________ Position/Title: _____________________
Signature: ________________________________ Date: _________________________

Authorised Signatories:
Justice of the Peace
Commissionaire of Declarations
Policeman
Doctor
School Principal
Option 2 – ‘Simulated Workplace’

Option 2 - ‘Simulated Workplace’ - GSE RTO

In the ‘Simulated Workplace’ pathway the student will be required to deliver/participate in, training and assessment sessions using a simulated workplace.

Global Star Enterprises

AOT has developed a simulated workplace called Global Star Enterprises (GSE). GSE is used as a basis for some of the content and assessments for your course. This workplace will provide you with a medium to demonstrate your skills and knowledge within an actual work environment.

Virtual Classroom Assessments

In the ‘Simulated Workplace’ pathway the student will be required to deliver/participate in, training and assessment sessions via the Virtual Classroom. (For more information on the virtual classroom refer to page 12 of this document)
Student Using the Simulated Workplace – Global Star Enterprises RTO

Students that are currently not working in, or have not worked in, a training environment where they have dealt with a range of learners are to base their assessments on the simulated workplace pathway.

For those students that cannot base their assessments on an actual workplace, AOT has provided a simulated Registered Training Organisation (RTO), called Global Star Enterprises (GSE).

The student will become part of the GSE team and they will be required to assist the team in making training fun, interactive and relevant.

GSE has all of the documents, policies, procedures and templates that replicate an actual RTO. These documents can be used as a guide when developing documents for an actual workplace.

Some of the assessments for the Simulated Workplace take place in the Virtual Classroom via Skype. This process is detailed further on page 12 of this document.
Virtual Classroom

Some of the assessments for the Simulated Workplace take place in the Virtual Classroom via Skype. These sessions are conducted by an AOT trainer/assessor.

A ‘Virtual Classroom’ session allows students to:

- gain more knowledge about a particular subject and have discussions with their trainers and other learners
- demonstrate the required skills and knowledge in order to be assessed competent in a particular assessment
- re-enforce any area of training that the student requests

The virtual classroom session will allow the trainer to:

- monitor the student’s progress and understanding and provide assistance where required
- collect and record evidence of the student’s skills and knowledge as they progress through the course

Please note that AOT may record and store Skype virtual classroom assessment sessions as audio files and attach them to the assessment evidence provided by the student for the course. These audio files are available to students upon request; they may also be provided to an auditor if requested by them, to demonstrate that the student has fully met the requirements that are laid out in the units of competency being assessed.

Students are to inform their trainer, at the beginning of any virtual classroom session that they attend, if they do not want the session to be recorded. If recording does not occur then AOT reserves the right to ask for additional evidence of competency to ensure that we meet all of our obligations as a registered training organisation.

Virtual Classroom Instructions

At AOT we use Skype to run our virtual classroom sessions. This is free software and easy to download and instructions of how to do this are included in the online course. Skype is also free to run and will work when you are connected to the internet and signed in to Skype.
Recognition of Prior Learning (RPL)

Recognition of prior learning, also referred to as RPL, is the formal acknowledgement of a person’s current skills and knowledge, no matter how, when, or where, the learning occurred. This is an important assessment pathway, particularly for people who are undertaking study as the recognition gained may reduce the study time needed to obtain a qualification.

Students with a Bachelor of Education or an Advanced Diploma in Education will receive automatic RPL for a number of units in the CIV in Training and Assessment.

If a student is considering applying for RPL for any of the units within this course, they are required to have an interview with one of our assessors, to do this they should telephone 1300 72 66 34 or email rpl@aot.edu.au to make an appointment for an interview.

Credit Transfers – TAE Bridging Course

Students can enrol in the TAE Bridging Course if they already have the qualification BSZ40198 and wish to obtain the qualification TAE40110.

TAE10 Training and Education Training Package is a revision of TAA04 Training and Assessment Training Package, which was itself a revision of BSZ98 Assessment and Workplace Training Package.

As a holder of the BSZ40198 qualification students are entitled to direct credit transfers for some of the TAE40110 units and partial credits for others.

In summary, the TAE40110 is composed of 10 units in total, of which 4 units are covered by credit transfer from the students existing qualification. Of the 6 remaining units, 1 has partial equivalence with the BSZ40198, and so requires less assessment.

For mapping refer to the mapping documents below.
## Mapping Guide for Bridging Students - TAE, TAA and BSZ

<table>
<thead>
<tr>
<th>BSZ40198 mapping to</th>
<th>TAA04 mapping to</th>
<th>TAE10</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ401A Plan assessment</td>
<td>TAAASS401C Plan and organise assessment</td>
<td>TAEASS401A Plan assessment activities and processes</td>
<td>Equivalent</td>
</tr>
<tr>
<td>BSZ402A Conduct assessment</td>
<td>TAAASS402C Assess competence and TAAASS301C Contribute to Assessment</td>
<td>TAEASS402A Assess competence and TAEASS301A Contribute to Assessment</td>
<td>Equivalent</td>
</tr>
<tr>
<td>BSZ404A Train small groups</td>
<td>TAAASS404B Participate in assessment validation</td>
<td>TAEASS403A Participate in assessment validation</td>
<td>Equivalent</td>
</tr>
<tr>
<td>BSZ405A Plan and promote a training program</td>
<td>TAADES402B Design and develop learning programs</td>
<td>TAEDES401A Design and develop learning programs</td>
<td>Equivalent</td>
</tr>
<tr>
<td>BSZ406A Plan a series of training sessions BSZ407A Deliver training sessions</td>
<td>TAADEL401B Plan and organise group-based delivery TAADEL402B Facilitate group-based learning</td>
<td>TAADEL401A Plan, organise and deliver group-based learning</td>
<td>Equivalent</td>
</tr>
<tr>
<td>BSZ404A Partially maps BSZ404A and BSZ407A partially maps (refer to course for instructions of how to gain credit)</td>
<td>TAADEL403B Facilitate individual learning TAADEL404B Facilitate work-based learning</td>
<td>TAADEL402A Plan, organise and facilitate learning in the workplace</td>
<td>Equivalent</td>
</tr>
<tr>
<td>BSZ404A Partially maps BSZ404A and BSZ407A partially maps (refer to course for instructions of how to gain credit)</td>
<td>TAADEL405B Coordinate and facilitate distance-based learning</td>
<td>TAEDEL403A Coordinate and facilitate distance-based learning</td>
<td>Equivalent</td>
</tr>
<tr>
<td>TAAASS401C Plan and organise assessment</td>
<td>TAEASS401A Plan assessment activities and processes</td>
<td>Equivalent</td>
<td></td>
</tr>
<tr>
<td>TAAASS402C Assess competence and TAAASS301C Contribute to Assessment</td>
<td>TAEASS402A Assess competence and TAEASS301A Contribute to Assessment</td>
<td>Equivalent</td>
<td></td>
</tr>
<tr>
<td>TAAASS404B Participate in assessment validation</td>
<td>TAEASS403A Participate in assessment validation</td>
<td>Equivalent</td>
<td></td>
</tr>
<tr>
<td>TAADES402B Design and develop learning programs</td>
<td>TAEDES401A Design and develop learning programs</td>
<td>Equivalent</td>
<td></td>
</tr>
<tr>
<td>TAADEL401B Plan and organise group-based delivery</td>
<td>TAADEL401A Plan, organise and deliver group-based learning</td>
<td>Equivalent</td>
<td></td>
</tr>
<tr>
<td>TAADEL402B Facilitate group-based learning</td>
<td>TAADEL402A Plan, organise and facilitate learning in the workplace</td>
<td>Equivalent</td>
<td></td>
</tr>
<tr>
<td>TAADEL403B Facilitate individual learning</td>
<td>TAADEL402A Plan, organise and facilitate learning in the workplace</td>
<td>Equivalent</td>
<td></td>
</tr>
<tr>
<td>TAADEL404B Facilitate work-based learning</td>
<td>TAADEL403A Coordinate and facilitate distance-based learning</td>
<td>Equivalent</td>
<td></td>
</tr>
<tr>
<td>TAADEL405B Coordinate and facilitate distance-based learning</td>
<td>TAEDEL404A Mentor in the workplace</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>TAADES402B Design and develop learning programs</td>
<td>TAEDES401A Design and develop learning programs</td>
<td>Equivalent</td>
<td></td>
</tr>
<tr>
<td>TAAENV401B Work effectively in vocational education and training</td>
<td>TAEDES402A Use training packages and accredited courses to meet client needs</td>
<td>Equivalent</td>
<td></td>
</tr>
<tr>
<td>TAAENV402B Foster and promote an inclusive learning culture</td>
<td>TAEDES402A Use training packages and accredited courses to meet client needs</td>
<td>Equivalent</td>
<td></td>
</tr>
<tr>
<td>TAAENV403B Ensure a healthy and safe learning environment</td>
<td>TAEDES401A Design and develop learning programs</td>
<td>Equivalent</td>
<td></td>
</tr>
<tr>
<td>TAALLN402B Address language, literacy and numeracy issues within learning and assessment practice</td>
<td>TAELLN401A Address adult language, literacy and numeracy skills</td>
<td>Equivalent</td>
<td></td>
</tr>
</tbody>
</table>
**Important Note:** When updating from BSZ to TAA or TAE, students will be required to:

- Submit a certified copy of their qualifications along with an academic transcript showing units completed
- Provide a CV showing currency of training and assessing including professional development (with any supporting documentation of attendance) along with referees to confirm currency
- A statutory declaration (refer to statutory declaration on page 21 of this document) to be signed and completed by a workplace supervisor for those using BSZ404 and BSZ407 to cover skills gap with TAEDEL402A Plan, organise and facilitate learning in the workplace
- Answer a set of interview questions relating to their experience working in VET
Credit Transfer from BSZ40198 to TAE40110

Students can enrol in the TAE Bridging Course if they already have the qualification BSZ40198 and wish to obtain the qualification TAE40110.

TAE10 Training and Education Training Package is a revision of TAA04 Training and Assessment Training Package, which was itself a revision of BSZ98 Assessment and Workplace Training Package.

As a holder of the BSZ40198 qualification you are entitled to direct credit transfers for some of the TAE40110 units and partial credits for others.

In summary, the TAE40110 is composed of 10 units in total (7 core and 3 elective units) of which 6 units are covered by credit transfer from your existing qualification plus evidence of currency in training and assessing. Of the 4 remaining units, 1 has partial equivalence with the BSZ40198, and so requires less assessment.

The following table indicates the credit transfer arrangements:

<table>
<thead>
<tr>
<th>BSZ40198 Units of Competency</th>
<th>Direct credit granted for TAA40104 - Unit Code and Title</th>
<th>Core or elective Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSZ401A Plan assessment</td>
<td>TAEASS401A Plan assessment activities and processes</td>
<td>Core</td>
</tr>
<tr>
<td>BSZ402A Conduct assessment</td>
<td>TAEASS402A Assess competence and TAEASS301A Contribute to Assessment</td>
<td>Core Elective</td>
</tr>
<tr>
<td>BSZ404A Train small groups</td>
<td>TAEDEL301C Provide work skill instruction</td>
<td>Elective</td>
</tr>
<tr>
<td>BSZ406A Plan a series of training sessions and BSZ407A Deliver training sessions</td>
<td>TAEDEL401A Plan, organize and deliver group-based learning</td>
<td>Core</td>
</tr>
<tr>
<td>BSZ405A Plan and promote a training program</td>
<td>TAEDES401A Design and develop learning programs</td>
<td>Core</td>
</tr>
</tbody>
</table>

In addition, the unit mapping analysis for the TAE40110 indicates a skill gap between the following unit:

- BSZ404A and BSZ407A partially maps to TAEDEL402A Plan, organize and facilitate learning in the workplace (core unit)

To overcome this skill gap we ask you to produce evidence of the following:

- your ability to train an individual, using one-on-one, relationship based training approaches AND
- your ability to train using work as a learning process

The student will be required to download a statutory declaration (refer to copy on page 21 of this document) to be signed by a workplace supervisor which will be used to support this skill gap and support their currency as a trainer and assessor.
The student must either complete the following **two** units OR submit a Recognition of Prior Learning (RPL) application:

- TAEASS403A Participate in assessment validation (core)
- TAEDES402A Use training packages and accredited courses to meet client needs (core)

**Plus the student must complete one of any of the following electives:**

- TAEDEL404A Mentor in the workplace
- TAELLN401A Address adult language, literacy and numeracy skills
- BSBMKG413A Promote products and services
- BSBRES401A Analyse and present research information
- BSBCMM401A Make a presentation

**Note**: If the student has completed a Certificate III level qualification in another Training Package or accredited course (for example a Certificate III, IV or Diploma in Business) they may be eligible to use a unit from one of these qualifications as the final elective.

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**Credit Transfer from TAA40104 to TAE40110**

Students upgrading from TAA40104 to TAE40110 will get direct mapping if they have completed TAADEL402B Facilitate group based learning, as one of their electives in the TAA40104. They will also be required to:

- submit a certified copy of their Certificate IV TAA qualification along with an academic transcript showing units completed
- provide a CV showing currency of training and assessing including professional development (with any supporting documentation of attendance) along with referees to confirm currency
- answer a set of interview questions relating to their experience working in VET
Teachers Fast Track

This course has been specially designed to accommodate teachers in a fast track approach to gaining their qualification TAE40110 Certificate IV in Training and Assessment.

Before commencing this course, it is important to ensure that the student satisfies the entry requirements for this course, and forwards any required written information to AOT for processing.

When the qualifications and documentation is received by AOT, a facilitator will conduct a unit mapping analysis of the teaching qualifications to the TAE40110 Certificate IV in Training and Assessment.

**Entry Process**

Successful completion of this mapping should result in the student receiving Recognition of Prior Learning (RPL) for up to three of the TAE40110 units of competency as follows:

- TAADEL301A-Provide work skill instruction – Elective unit
- TAEDEL401A-Plan, organise and deliver group-based learning – Core unit
- TAEDEL402A-Plan, organise and facilitate learning in the workplace – Core unit

This will leave seven units to be completed for the student to achieve this qualification. The remaining seven units are as follows:

### 5 Core Units

- TAEDES401A-Use Training Packages and accredited courses to meet client needs
- TAEDES402A-Design and develop Learning programs

**Holistic Assessment 1**

- TAEASS401A-Plan assessment activities and processes
- TAEASS402A-Assess competence
- TAEASS403A-Participate in assessment validation

**Holistic Assessment 2**

### 2 Elective Units

The following elective unit can be achieved after completing the core units above and undertaking an RPL discussion with a trainer:

- TAEASS301A-Contribute to assessment

In addition, the student must choose **one** of the following electives:

- TAEDEL404A- Mentor in the workplace
- BSBRES401A- Analyse and present research information

**Entry Requirements**

So that we can protect the integrity of this qualification and the teaching and training professions, the entry requirements for the Teachers Fast Track course are rigorous. In order to qualify for the Teachers Fast Track, the student must:
• have successfully passed their first year probation period as a practicing teacher

• have recent teaching experience in a secondary school environment (within the last two years)

• provide a certified copy of their Bachelor of Education or Graduate Diploma of Education plus the Academic Transcript listing all the units completed

• provide a certified copy of their current teacher’s registration for their State

**Further information**

For further information contact the Student Support Centre, Monday – Friday, 9am to 5pm (Queensland time – AEST) by telephone 1300 72 66 34 or email trainer@aot.edu.au
Workplace Observation for the TAE40110 Certificate IV in Training and Assessment

You have been invited by Accredited Online Training (AOT) to support our students to achieve the TAE40110 Certificate IV in Training and Assessment by becoming a workplace observer.

A workplace observer’s role is to assist students to meet the assessment requirements of this course by observing them demonstrate their skills and knowledge against specific benchmarks by performing a variety of activities in their workplace.

Why assess in the workplace?

Students currently working in a training environment or carrying out training delivery in any workplace, with access to a range of learners, are encouraged to undertake a range of activities in their own workplace. This allows students to apply their skills and knowledge in an actual working environment.

Key benefits

There are many benefits of supporting one of our students as a workplace observer:

- Students gain real insights into training and assessing on-the-job
- Assessments can be undertaken as part of day-to-day work activities
- You can observe the assessment as the actual workplace activity is taking place
- An opportunity to support a team member and develop coaching and mentoring skills

Required qualifications

To become a workplace observer you need one of the following qualifications:

- Certificate IV in Training and Assessment (TAE40110)
- Certificate IV in Training and Assessment (TAA40104)
- Diploma of Training and Assessment (TAA50104)
- Certificate IV in Assessment and Workplace Training (BSZ40198)

You will be required to provide AOT with a copy of your qualification.

Your responsibilities as a workplace observer include:

- Attending training and assessment sessions being conducted by our student at a time and place that is mutually convenient for you and the student.
- Completing an observation checklist based on the student’s performance. At each session Accredited Online Training will provide you with a written checklist/s to assist you with your observation. The checklist will ask you to provide a “Yes” or “No” response to a series of statements relevant to the unit that the student is undertaking.

Support for workplace observers

Support is readily available for workplace observers, if at any time you have questions about your role as a workplace observer you can call AOT on 1300 726 634.

Next steps

If you agree to become a workplace observer please let our student know and we will arrange a brief induction for you via the phone to help you get started.
Thank you for assisting our student in this course.
I,  

make the following declaration under the Statutory Declarations Act 1959:

Paragraph 1: I am familiar with the work of the candidate  

……………………………………………………………………………………………………(Insert candidate name) in their capacity as a trainer assessor.

Paragraph 2: I understand that the candidate is undertaking the course Certificate IV in Training and Assessment (TAE40110), and the evidence I provide here will be used to determine competence in one of the units from that course (TAEDEL402A).

Paragraph 3: My working relationship to the candidate is that of  

……………………………………………………………………………………………………(eg Training Manager, Principal) and I am capable of assessing their competence against the criteria/activities outlined in the list shown in Paragraph 4 below.

Paragraph 4: The candidate has shown in the workplace, in their capacity as a trainer/assessor, that he/she has (Please cross out any that are not applicable):

• conducted a minimum of two examples of a learning facilitation relationship (ie mentoring or coaching in a one-on-one environment) with different individuals.
• demonstrated the use of effective training/facilitation techniques, communication, interpersonal skills and problem solving skills in a one-on-one training situation.
• demonstrated the ability to close the learning relationship, and evaluate the learning relationship in terms of meeting the training defined goals.
• developed and conducted at least two examples of work based learning pathways.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

3

Declared at  

on  

of  

Before me,

7

8

Note 1  A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Note 2  Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.
A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

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<thead>
<tr>
<th>Occupation</th>
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<tbody>
<tr>
<td>Chiropractor</td>
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<td>Dentist</td>
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<td>Legal practitioner</td>
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<td>Medical practitioner</td>
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<td>Psychologist</td>
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<tr>
<td>Trade marks attorney</td>
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<tr>
<td>Veterinary surgeon</td>
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</table>

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*).
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
  - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
  - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants’ Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is:
  - (a) an officer; or
  - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
  - (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  - (a) the Parliament of the Commonwealth; or
  - (b) the Parliament of a State; or
  - (c) a Territory legislature; or
  - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority; or
  - (c) a local government authority; with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff’s officer
- Teacher employed on a full-time basis at a school or tertiary education institution