



Workplace Dimensions
Leading people to grow



Guide to the new credential requirements for TAE40110 Certificate IV in Training and Assessment qualified trainers and assessors

A division of Learning Dimensions Network Pty Ltd

With offices in Melbourne, Brisbane, Canberra and Sydney

Workplace Dimensions is a Registered Training Organisation. RTO No 122052

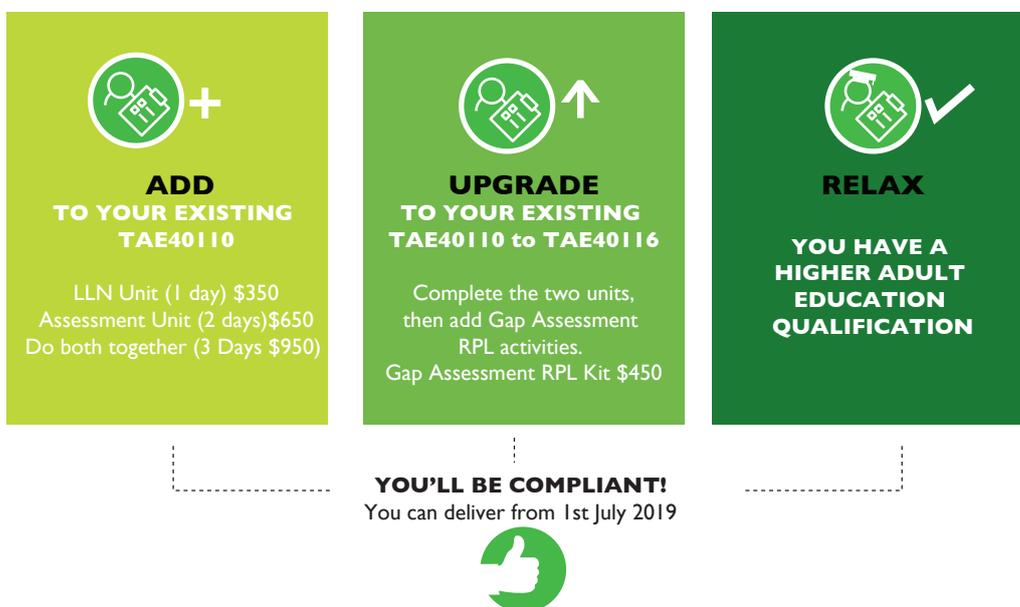
YOUR GUIDE TO REMAINING TAE QUALIFIED

Did you know that changes to the Standards for RTO's mean all trainers and assessors qualified under the TAE40110 qualification need to meet new credential requirements by 1st July 2019?

These changes are to improve the quality of training and assessment across the VET sector and all trainer and assessors must have the two required units on their qualification by 1st July 2019. Without meeting these requirements, a trainer and assessor will no longer be able to deliver training or make assessment judgements.

Workplace Dimensions, with our partner MRWED Training And Assessment offer you options to either add to your existing qualification, or upgrade to the new qualification.

HOW TO COMPLY WITH THE NEW CREDENTIAL REQUIREMENTS FOR TRAINERS & ASSESSORS



**ADD
TO YOUR EXISTING
TAE40110**

LLN Unit (1 day) \$350
Assessment Unit (2 days) \$650
Do both together (3 Days) \$950

PATH 1: COMPLIANCE WITH CREDENTIALS ADD TO YOUR EXISTING TAE40110 QUALIFICATION

Completing the two required units below and providing evidence to your RTO is enough to ensure you can continue delivering/assessing in 2019. You do not need to upgrade to the new qualification. On successful completion of each unit, you will be issued a statement of attainment to show your compliance.

- » **TAELLN411 Address Adult Language Literacy and Numeracy – 1 day \$350**
- » **TAEASS502 Design and Develop Assessment Tools – 2 days \$650**
- » **Or do both units above in 3 consecutive days for \$950 (Save \$50)**

Note: If you completed your TAE40110 with Workplace Dimensions, you will already have completed TAELLN411 Address Adult Language Literacy and Numeracy, so will only need to do TAEASS502 Design and Develop Assessment Tools. If you did your qualification with another provider – check your academic statement for that unit.



UPGRADE TO YOUR EXISTING TAE40110 to TAE40116

Complete the two units,
then add Gap Assessment
RPL activities.
Gap Assessment RPL Kit \$450

PATH 2: THE UPGRADE PATH UPGRADE TO THE NEW QUALIFICATION

You may choose to upgrade to the current TAE40116 Certificate IV in Training and Assessment qualification. You will need to undertake the two required units below plus complete an RPL process. You will then be issued the new TAE40116 Certificate IV in Training and Assessment.

- » **Gap Assessment RPL Kit only, \$450**
- » **Both units: TAEASS502 Design and Develop Assessment Tools & TAELLN411 Address Adult Language Literacy and Numeracy+ Gap Assessment RPL Kit – \$1,400 (\$50 discount)**
- » **Single unit:
TAEASS502 Design and Develop Assessment Tools + Gap Assessment RPL Kit – \$1,100
TAELLN411 Address Adult Language Literacy and Numeracy + Gap Assessment RPL Kit – \$800**

You may ask: "If I have the two required units – why do I need to do the Gap Assessment/ RPL kit? Can't I just get the new qualification?" It's because part of the TAE40110 you completed has units that are not equivalent to the units in the TAE40116. This applies to:

- » TAEASS401B Plan assessment activities and processes has been superseded by TAEASS401
- » TAEASS403B Participate in assessment validation has been superseded by TAEASS403

Because of the significant changes to the above two units, upgrading to the new qualification requires you to complete additional assessment tasks, or supply RPL evidence to demonstrate you have the required knowledge for each unit.

How to take up this upgrade option:

- » 1. Enrol in the program at www.workplacdimensions.com.au/tae-upgrade
- » 2. Complete the two required unit/s (if you don't already hold the units).
- » 3. Complete the Gap Assessment RPL kit we will provide you. This will guide you through the activities required for the gap assessment, to achieve these units and the upgrade of your qualification to TAE40116.
- » 4. Send back your Gap Assessment RPL kit. Once you are deemed competent, you will be issued the new TAE40116 Certificate IV in Training and Assessment qualification.



RELAX

**YOU HAVE A
HIGHER ADULT
EDUCATION
QUALIFICATION**

HAVE A HIGHER ADULT EDUCATION QUALIFICATION? RELAX

If you already hold a higher qualification in Adult Education, you are compliant and don't need to do anything. Note: Your qualification needs to be specifically Adult Education/VET focused.

Examples may include:

- » Diploma in Vocational Education and Training, Diploma of Training Design and Development or Master of Education or Doctoral degree with an Adult Education focus.

If you don't have a qualification and would like to be a VET Trainer and Assessor, you can do the full TAE40116 Certificate IV in Training and Assessment with our partner MRWED. Find out more at: <https://www.mrwed.edu.au>

FOR MORE INFORMATION OR TO REGISTER

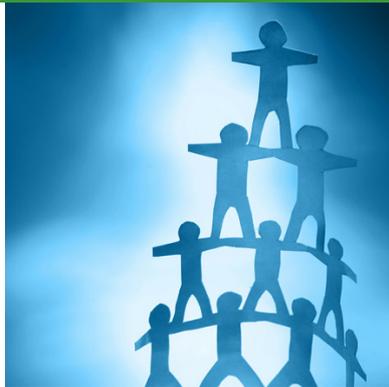
 1300 453 555

 info@workplacdimensions.com.au

 www.workplacdimensions.com.au



Note: Your enrolment, Statement of Attainment or Certificate will formally be issued via our partner MRWED (RTO 30146) for the unit TAEASS502 Design and Develop Assessment Tools and the qualification TAE40116 Certificate IV in Training and Assessment, however, you will be trained and assessed by Workplace Dimensions. Single unit TAELLN411 Address Adult Language Literacy and Numeracy will be issued by Workplace Dimensions.



**COURSE
OUTLINE**

TAELLN411 – ADDRESS ADULT LANGUAGE, LITERACY AND NUMERACY SKILLS

As part of your ongoing professional development as a VET practitioner, the TAELLN411 will give you the skills to further support learners when delivering accredited training.

Additionally, this unit is a core component of TAE40116. Workplace Dimensions can help you complete this unit of competency in a one-day, face-to-face training program.

Why is it important to address these (LLN) skills?

This unit gives you a greater ability to support students throughout their learning journey by introducing you to the core language, literacy and numeracy (LLN) demands of training and assessment so you'll be able to tailor training and assessment to suit individual skill levels, including accessing relevant support resources.

Our Program

We have created an engaging program to give you the skills whilst providing you with a forum to ask questions about wider VET/TAE/training.

This environment will give you a forum to work with peers and experts in the training domain, enhance your skills, fulfil the 'currency' requirements of your qualification.

If you're a trainer in nationally recognised training programs, ensuring you have the competency in addressing adult LLN skills is crucial – so why not attend a program you'll actually enjoy, with world-class trainers, a forum of your peers and a program that's been designed to maximise your learning outcomes?

TIME:

1 day: 9.00am – 5.00pm

This program runs face-to-face to ensure the best outcome. You may be able to complete the assessments during the sessions with some pre-work and homework done after hours.

DATES:

See our website for dates in VIC, QLD, ACT, NSW

COST:

\$350* TAELLN411

Includes 1 day face-to-face training, workbook, resource guide, ongoing coaching and assessment support.

Or

Combine this program - 3 days

\$950* TAELLN411 + TAEASS502

Design and Develop Assessment Tools. Take both units together and save \$50.

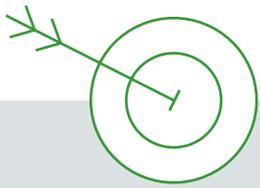
*GST is not applicable on accredited training.

TO REGISTER

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Objectives

At the end of this course participants will be able to:

- » Determine the core LLN requirements of programs
- » Assess the current LLN needs of your learners and customise training to meet these needs
- » Access specialist learning support

About our programs

We've designed this high impact training with activities created to support the completion of many of the assessment tasks in the classroom. Pre-preparation and some after-hours work is required. Our coaching team is available to support you with completion of take-home projects if post-program coaching is required.

We are committed to supporting you during and after the classroom sessions, to ensure you succeed in competently attaining the qualification.

Prerequisites

There are no formal prerequisites, however learners should be familiar with the VET environment and have experience in the development or delivery of training and assessment. These entry requirements ensure that the program builds on existing skills to assist learners to attain the standard required by the unit of competency, while at the same time providing a platform to improve VET outcomes for learners they work with in future.

Who are we?

Workplace Dimensions, Safety Dimensions and Leadership Dimensions are specialists in culture change, behaviour change and learning. We are not a school or a TAFE. We're an industry-focused Registered Training Organisation who have worked with Australasia's largest corporations for over 25 years in the area of behavioural safety, leadership and people development, delivering high impact training that changes the way organisations operate. We have worked across a multitude of industries – including government, corporate, utilities, mining, aviation, transport, retail and health.

For more information or for an enrolment form email info@workplacdimensions.com.au or call 1300 453 555.

Are you a TAE trainer who needs to stay credentialed post July 1st 2019? We can help.

You may know that TAE40116 Certificate IV in Training and Assessment has superseded the TAE40110 Certificate IV in Training and Assessment qualification. The major difference between these qualifications is the requirement that trainers and assessors complete two units: TAELLN411 Address Adult Language Literacy and Numeracy and TAEASS502 Design and Develop Assessment Tools.

As of 1st July 2019, it will be a requirement to have both of these units. Without meeting this requirement, a trainer and assessor will no longer be able to deliver training or make assessment judgements.

Workplace Dimensions – with our partner MRWED – can help you add these two units to your existing qualification, or upgrade to the new qualification, which includes an RPL process to upgrade to the TAE40116 Certificate IV in Training and Assessment.

For more information on how to keep your qualification current and the TAEASS502 Design and Develop Assessment Tools unit, please visit

www.workplacdimensions.com.au/tae-upgrade

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1300 453 555



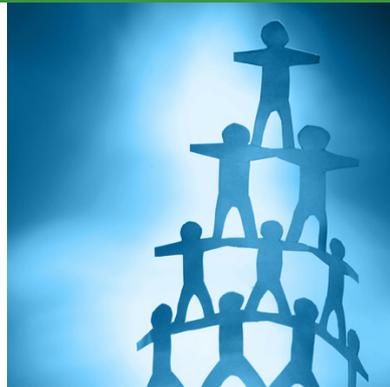
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Workplace Dimensions
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**COURSE
OUTLINE**

TAEASS502 – DESIGN AND DEVELOP ASSESSMENT TOOLS

This 2-day program is for experienced practitioners who develop, deliver and/or assess vocational education and training, and design and create assessment tools for VET qualifications.

Trainers and assessors will leave equipped with the skills and knowledge to design and assess the quality evidence gathered by an assessor including a student's application in summative, formative and recognition of prior learning (RPL) assessment.

Learning outcomes include:

- » Determine the focus and purpose of assessment tools
- » Tips on designing assessment tools and instruments
- » Practice developing assessment tools and instruments
- » Review, trial and report on assessment tools
- » Contextualisation of assessment tools
- » Using the rules of evidence and technical principles of assessment
- » Principles of reasonable adjustment

TIME:

2 days: 9.00am – 5.00pm

This program runs face-to-face to ensure the best outcome. You may be able to complete the assessments during the sessions with some pre-work and homework done after hours.

DATES:

See our website for dates in VIC, QLD, ACT, NSW

COST:

\$650* TAEASS502 only

Includes 2 days face-to-face training, workbook, resource guide, ongoing coaching and assessment support.

Or

Combine this program - 3 days

\$950* TAEASS502 + TAELLN411

Address Adult Language, Literacy and Numeracy Skills. Take both units together and save \$50.

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