



Update from TAE40110 to TAE40116

Certificate IV in Training and Assessment

What do I need to do?

Call and talk to us about your VET experience so that we can develop an individualised training and assessment plan and decide if you need to attend the 'Gap Training'.

The update may involve:

1. Completing an RPL Application Form
2. Gap Training:
 - TAEDS502 Design and develop assessment tools (3 days)
 - TAELLN411 Address adult language literacy and numeracy skills (1 day)
 - Gap training for non-equivalent units (1 day)
 - (TAEASS401 Plan assessment activities and processes/TAEASS403 Participate in assessment validation)

A handwritten signature in blue ink that reads 'Beverlie Wood'.

Beverlie Wood

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What Is The TAE40116 Certificate IV In Training And Assessment?

The TAE40116 Certificate IV in Training and Assessment is the latest nationally accredited qualification for workplace trainers and vocational trainers or assessors. The TAE40116 was officially released on 6th April 2016 on the official Government Training website.

This qualification reflects the roles of individuals delivering training and assessment services in the Vocational Education and Training (VET) sector.

The TAE40116 Certificate IV in Training and Assessment course supersedes the TAE40110 Certificate IV in Training and Assessment.

I already hold TAE110 Qualification, so how does this affect me?

On 29 June 2017 an amendment was made to the Standards for Registered Training Organisations 2015. This amendment has been made to reflect changes to the required credentials for trainers and assessors. By 1 April 2019 trainers will need to hold:

- a diploma or higher level qualification in adult education; OR
- TAE40116 Certificate IV in Training and Assessment; OR
- TAE40110 Certificate IV in Training and Assessment and the following units:

TAELLN411 Address adult language, literacy and numeracy skills

TAEASS502 Design and develop assessment tools or its successor or

Your TAE40110 Cert IV in Training and Assessment is still valid and you are still a qualified trainer and assessor, but you will need to add new units to your certificate to gain the latest qualification.

What's the difference between the TAE40110 and the TAE40116?

The new TAE40116 consists of nine core units plus one elective unit.

Two New Core Units Were Added To The New TAE40116 Cert IV TAE Course.

- TAE40116 Addressing Adult Language, Literacy, and Numeracy Skills; and
- TAE40116 Design and Develop Assessment Tools

The TAE40116 Address Adult Language Literacy and Numeracy Skills unit is designed to develop skills and knowledge required of a vocational trainer or assessor to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment; and to use resources and strategies that meet the needs of the learner group.

The TAE40116 Design and Develop Assessment Tools unit is a Diploma level unit aimed at developing skills and knowledge required to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative recognition of prior learning (RPL) assessment.

Two Existing Units Were Updated And Are No Longer Equivalent To The Previous Version.

- TAE40116 Plan Assessment Activities and Processes (New Element (Core))
- TAE40116 Participate in Assessment Validation (Core/gaps)

This table summarises the equivalency between the units comprising these two qualifications:

TAE40116 Design and develop assessment tool	Added as new core unit
TAE40116 Address adult language, literacy and numeracy.	Added as new core unit
Unit TAE40116B is superseded by TAE40116 Plan assessment activities and processes	These units are not equivalent, and the new unit requires evidence of having planned and organised five assessments including two RPL assessments
Unit TAE40116B is superseded by TAE40116 Participate in assessment validation.	These units are not equivalent, and the new unit requires participation in three validation sessions

Update TAE40110 to TAE40116 Certificate IV in Training and Assessment

This update is designed for qualified trainers and assessors who hold TAE40110 Certificate IV in Training and Assessment.

To complete the RPL process you will need to provide the following evidence , and depending on your current skills and knowledge, you may need to complete some additional tasks to confirm currency and to meet the changes in some of units within the TAE40116.

What to do?

1. **Complete the RPL Application Form** so that we can confirm your Training and Assessment Plan and identify if you need to attend the 'Gap Training'.
2. **Prepare RPL evidence**
 - A scanned and certified copy of your TAE40110 including a transcript of the units completed. We will need to authenticate the qualifications you have provided by contacting the RTO.
 - Current resume detailing the training and assessing you have been involved in since achieving our TAE40110.
 - Evidence of professional development you have undertaken to ensure currency – this could simply be a copy of your trainer skills matrix
 - Third party verification for each of competency. You will require two referees.
3. **A short competency conversation with your assessor** where you discuss your work experience. This is an informal discussion on the phone or in person. The assessor will ask if you consent to having your responses recorded, so that they have an accurate record of your experience. You also have the option of submitting written answers

You may be required to attend the following training sessions:

TAEDES502 Design and develop assessment tools (3 days)

TAELLN411 Address adult language literacy and numeracy skills (1 day)

Gap training for non-equivalent units (1 day)

- TAEASS401 Plan assessment activities and processes
- TAEASS403 Participate in assessment validation.

What after I submit my evidence?

Your assessor will review the evidence that you provide, as it is gathered and submitted. They will make a judgement as to whether the evidence is sufficient and give you feedback and advice. Once the assessor judges the evidence sufficient, they notify you by email.

If there are evidence gaps, your assessor will advise you on the next step. It is your responsibility to provide the evidence however your assessor will guide and support you throughout the process.

Program enrolment

Your enrolment will be with Registered Training Organisation Australian Forensic Services. Beverlie Wood is delivering under the auspices of and in partnership with Registered Training Organisation Australian Forensic Services (National Training Organisation 4282).

Description of units

TAEASS502 Design and develop assessment tools

This unit describes the skills and knowledge required to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment.

Outcomes:

- Design three assessment tools using different assessment methods
- Each assessment tool will address at least one unit of competency
- Review and trial assessment tools

Approach:

- Pre Workshop Research and Reading Tasks
- 3 full day workshop sessions
- Complete assessment tasks

What to bring?

- Essential that you have access to the internet
- A lap top is not essential but will be a very handy tool
- Bring your completed Pre Workshop Research and Reading Tasks

TAELLN411 Address adult language literacy and numeracy skills

This unit describes the skills and knowledge a vocational trainer or assessor requires to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment, and to use resources and strategies that meet the needs of the learner group. The unit applies to individuals who teach, train, assess and develop resources.

Outcomes:

- Analyse LLN requirements
- Select and use resources and strategies to address LLN skill requirements
- Use specialist LLN support where required
- Evaluate effectiveness of learning support and assessment strategies in addressing LLN requirements

Classroom Delivery

Pre Workshop Research and Reading Tasks

1 full day workshop session

What to bring?

- A lap top is not essential but will be a very handy tool
- Bring your completed Pre Workshop Tasks

Gap training for non-equivalent units (1day)

TAEASS401 Plan assessment activities and processes

TAEASS403 Participate in assessment validation.

This is a one day workshop and will address the 'gaps' in the above units.

Classroom Delivery

Pre Workshop Research and Reading Tasks

1 full day workshop session

What to bring?

- A lap top is not essential but will be a very handy tool
- Bring your completed Pre Workshop Tasks