

## **Course Information Brochure**

# **Certificate IV in Training and Assessment (TAA40104)**



**Indigo Medical & Dental Training Pty Ltd**  
2/122 Olsen Avenue, Arundel QLD 4214 (Training Head Office)  
Tel: 07 5563 2083 Fax: 02 8212 9547  
Email: [training@indigoconsulting.com.au](mailto:training@indigoconsulting.com.au)  
**Training Provider**

Indigo Medical & Dental Training Pty Ltd is a National Registered Training Organisation that provides accredited and non accredited training courses and qualifications for the medical and dental profession Australia-wide. Our Training Administration Head Office is located at Arundel, QLD, but we also have offices located in Sydney and Melbourne.

Our Training Assessors have extensive experience working within the medical industry, possess Cert IV in Workplace Training & Assessment TAA and have conducted group workshops/training in Medical Reception and Medical Terminology in NSW, QLD & VIC.

## **Training Provider Relevant Contacts**

### **Training Administration Office**

Carmen Hoogendyk, Training Co-ordinator  
Indigo Medical & Dental Training Pty Ltd  
2/122 Olsen Ave, Arundel QLD 4214  
Tel: 07 5563 2083 Fax: 02 8212 9547  
Email: [training@indigoconsulting.com.au](mailto:training@indigoconsulting.com.au)

Please contact this office for all enquiries relating to receiving an enrolment pack, enrolling in Certificate IV in Training and Assessment.

### **Sydney Office**

Bernadette Beach – Director  
Indigo Medical & Dental Training Pty Ltd  
Level 12, 95 Pitt Street, Sydney  
Tel: 02 4353 5894 Fax: 8212 9547

### **Queensland Office**

Nicole Grundy – Director  
Indigo Medical & Dental Training Pty Ltd  
2/122 Olsen Ave, Arundel QLD 4214  
Tel: 07 55632083 Fax: 02 8212 9547

Please contact the Sydney office if you are a private practice within NSW enquiring about traineeships and/or training for your staff.

### **Training Assessors**

Sandi Foley – NSW  
Email: [sfoley@indigoconsulting.com.au](mailto:sfoley@indigoconsulting.com.au)

Leanne Breen - VIC  
Email: [lbreen@indigoconsulting.com.au](mailto:lbreen@indigoconsulting.com.au)

Nicole Grundy - QLD  
Email: [ngrundy@indigoconsulting.com.au](mailto:ngrundy@indigoconsulting.com.au)

## Course Outline

In the TAA40104 program you will learn how to:

- Work in the VET sector and contribute to quality improvements in your organisation
- Monitor the health and safety of your learners
- Promote diversity and inclusivity in your training sessions
- Design and develop training programs to meet client needs
- Deliver training to groups and individuals in the workplace
- Plan, conduct and review assessments
- Design assessment tools
- Participate effectively in assessment validation.

## Course Core Units (Units of Competency)

Certificate IV in Training and Assessment (TAA40104) consists of 14 units of competency (including two elective units). These units of competency have been organised into five clusters that develop essential knowledge and skills relevant to working as a trainer in the Vocational Education and Training environment (VET).

The following 14 units form part of the Certificate IV in Training and Assessment (TAA40104).

### Learning Environment

TAAENV401B	Work effectively in vocational education and training
TAAENV402B	Foster and promote an inclusive learning culture
TAAENV403B	Ensure a healthy and safe learning environment

### Learning Design

TAADES401B	Use Training Packages to meet client needs
TAADES402B	Design and develop learning programs
TAADES502B	Design and develop learning resources (Elective 1)

### Delivery & Facilitation

TAADEL401C	Plan and organise group-based delivery
TAADEL402B	Facilitate group-based learning (Elective 2)
TAADEL403B	Facilitate individual learning
TAADEL404B	Facilitate work-based learning

### Assessment

TAAASS401C	Plan and organise assessment
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TAAASS402C	Assess competence
TAAASS403B	Develop assessment tools
TAAASS404B	Participate in Assessment Validation

## Course Entry Requirements

- Industry experience
- Sound language/literacy skills
- Basic word processing (pre-course tuition available)

## Recognition of Prior Learning

Recognition of Prior Learning may be awarded in relation to course units upon proof of recognised prior learning of relevant skills and knowledge.

## Course Duration

Certificate IV in Training and Assessment (TAA40104) consists of study time of 390 hours and is recommended to be completed within a one year period, however, extension of this period may be considered after written application from the Student stating reason for extension of time.

Students may complete the course in a shorter period of time.

## Course Delivery

Certificate IV in Training and Assessment (TAA40104) is offered via flexible learning (i.e. distance learning). One course unit will be forwarded to the Student for completion before proceeding to the next unit. The course delivery will consist of reading material, exercises and assessment tasks which will be completed both in the workplace setting and in the Student's own time.

Upon commencement of the course, the Student will be appointed a Training Assessor. The Training Assessor will initially meet with the Student to provide an overview of the course content and training plan structure. Throughout the training, the Student will receive personalised and individual training customised to suit the Student's specific needs and requirements. Communication is via telephone/email support and regular face to face meetings as required.

## Qualification

On successful completion of the 14 Units of Competency, you will be awarded the qualification Certificate IV in Training and Assessment (TAA40104).

If you only complete certain Units of Competency, you will receive a Statement of Attainment for the units successfully completed.

## Description of Course Units

### **TAAENV401B - Work effectively in vocational education and training**

This unit specifies the competency required to work effectively in the policy and operating environment of the vocational education and training sector.

#### Unit Topics

- Work within the vocational education and training policy framework
- Work within the training and/or assessment organisation's quality framework
- Manage work and work relationships
- Demonstrate a client-focused approach to work

### **TAAENV402B - Foster and promote an inclusive learning culture**

This unit specifies the competency required to foster and promote an environment which supports inclusive work practices and learning culture.

#### Unit Topics

- Practise inclusivity
- Promote and respond to diversity
- Develop and implement work strategies to support inclusivity
- Promote a culture of learning
- Monitor and improve work practices

### **TAAENV403B - Ensure a healthy and safe learning environment**

This unit specifies the competency required to ensure the health, safety and welfare of learners and candidates.

#### Unit Topics

- Identify OHS responsibilities
- Identify hazards in the learning environment
- Assess risks in the learning environment
- Develop and implement actions to ensure the health safety and welfare of learners and/or candidates
- Provide appropriate OHS requirements to learners and/or candidates
- Monitor OHS arrangements in the learning environment

#### **TAADES401B - Use Training Packages to meet client needs**

This unit specifies the competency required to use Training Packages and accredited courses as a tool to support industry, organisation or individual competency development needs.

#### Unit Topics

- Define the basis for using Training Package/s and accredited courses
- Analyse and interpret the qualifications framework
- Analyse and interpret competency standards and accredited modules for client application/s
- Contextualise competency standards and accredited courses for client application/s
- Analyse and interpret assessment guidance for client application
- Use Training Package/s and accredited courses as an integrated tool for client application

#### **TAADES402B - Design and develop learning programs**

This unit specifies the competency required to conceptualise, design, develop and evaluate learning programs to meet an identified need for a group of learners, using appropriate criteria. Criteria may include endorsed competency standards and other specifications such as organisational performance standards, product equipment specifications and workplace procedures.

#### Unit Topics

- Define the parameters of the learning program in consultation with the client/s
- Generate options for designing the learning program
- Develop the learning program content
- Design the structure of the learning program
- Review the learning program

### **TAADES502B - Design and develop learning resources (Elective 1)**

This unit specifies the competency required to design and develop resources to support learning.

#### Unit Topics

- Research and interpret the learning resource requirements
- Design the learning resource and plan the content
- Develop the learning resource content
- Review learning resource prior to implementation
- Evaluate the design and development process

### **TAADEL401C - Plan and organise group-based delivery**

This unit specifies the competency required to plan and organise training for individuals within a group.

#### Unit Topics

- Interpret the learning environment and delivery requirements
- Prepare session plans
- Prepare resources needed for delivery

### **TAADEL402B - Facilitate group-based learning (Elective 2)**

This unit specifies the competency required to facilitate learning by individuals within a group.

#### Unit Topic

- Establish an environment conducive to group learning
- Deliver and facilitate training sessions
- Demonstrate effective facilitation skills
- Support and monitor learning
- Review and evaluate effectiveness of delivery

### **TAADEL403B - Facilitate individual learning**

This unit specifies the competency required to facilitate individual learning through a one-on-one relationship between a learner and facilitator.

#### Unit Topic

- Identify individual learning facilitation requirements
- Establish the learning/ facilitation relationship
- Maintain and develop the learning/facilitation relationship
- Close and evaluate the learning/facilitation relationship

### **TAADEL404B - Facilitate work-based learning**

This unit specifies the outcomes required to use work effectively as a learning process.

#### Unit Topic

- Establish an effective work environment for learning
- Develop a work based learning pathway
- Implement the work based learning pathway
- Monitor learning and address barriers to effective participation
- Review the effectiveness of the work based learning pathway

### **TAAASS401C - Plan and organise assessment**

This unit specifies the competence required to plan and organise the assessment process in a competency based assessment system

#### Unit Topic

- Determine focus of assessment
- Prepare the assessment plan
- Contextualise and review assessment plan
- Organise assessment arrangements

### **TAAASS402C - Assess competence**

This unit specifies the competence required to assess the competence of a candidate.

#### Unit Topic

- Establish and maintain the assessment environment
- Gather quality evidence
- Support the candidate
- Make the assessment decision
- Record and report the assessment decision
- Review the assessment process

### **TAAASS403B - Develop assessment tools**

This unit specifies the competence required to develop assessment tools.

#### Unit Topic

- Determine the focus of the assessment tool
- Determine assessment tool needs
- Design and develop assessment tools
- Review and trial assessment tools

## **TAAASS404B - Participate in Assessment Validation**

This unit specifies the competence required to participate in an assessment validation process.

### Unit Topic

- Prepare for validation
- Contribute to validation process
- Contribute to validation outcomes

## **PAYMENT OF COURSE FEES**

The course fee for Certificate II in Business (Medical Reception) BSB20107 is \$2,500 plus \$150 Administration Fee.

Payment of course fees may be made via two methods.

### **Method 1**

Full payment of course on enrolment (includes \$150 Administration Fee)	\$2,650
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### **Method 2**

Initial payment of \$1,325 (50% of course fee)  
Plus two payments of \$662.50  
First payment due 3 months after enrolment  
Send payment due 6 months after enrolment

All course fees (via either of the above two methods) must be paid prior to commencement of the course.

A non refundable Administration Fee of \$150 is payable by all Students. This Administration Fee covers the administrative cost of the course and course materials.

Course fees received by Indigo Medical & Dental Training Pty Ltd are not accessed and are maintained in an account until the Student commences the course. Refunds are available to Students in accordance with government guidelines and fair and proper standards.



*In conjunction with*



***Helping You on Your Journey to  
Become a Qualified  
Trainer***



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