

TAE40116 Certificate IV in Training and Assessment

In November - December this year, we will again be running a series of workshops designed as an intensive course to support teachers to complete the Certificate IV in Training and Assessment in time for delivery in 2023.

Cost

Enrolment Fee for the Intensive Course is \$3700.

Dates and times (AEST)

Monday 7 November	10.00am – 1.00pm
Thursday 10 November	10.00am – 1.00pm
Wednesday 16 November	10.00am – 4.00pm FULL DAY
Tuesday 22 November	10.00am – 1.00pm
Monday 28 November	10.00am – 4.00pm FULL DAY
Tuesday 6 December	10.00am – 4.00pm FULL DAY

Wednesday 14 December 10.00am – 4.00pm Open support session NO COST

Proposed completion timeline: December 20 (*this is dependent upon individual work rate and task submission – support workshops will run throughout January*)

Requirements

Candidates:

- MUST attend all sessions of the intensive course
- MUST complete Knowledge Questions (as best possible) prior to workshop start times
- MUST complete Tasks between workshops (approx. 6-7 hours of work between workshops)

Session link provided upon registration.

Additional support – NO COST

All teachers welcome to the regular support sessions at no cost, weekly until December 10:

Every Monday 4.30-5.30pm
Every Thursday 4.30-5.30pm

Additional support sessions will also run on one Saturday and one Wednesday evening each month for the rest of the year, and twice-weekly throughout January.

Study Time and Support

The TAE40116 has a large volume of learning and requires setting aside between workshops. We recommend 6-7 hours between each session – this can vary depending on a teacher's experience, background, approach to study and personal study habits.

Support is available via email, phone and frequent online drop-in support sessions Monday to Saturday every week.

Enrolment

Teachers can enrol at any stage using the following link: http://tiny.cc/TAE40116Enrol_2022 Before enrolling, they will need a USI if they don't already have one, which can be created at <https://www.usi.gov.au/providers/create-usi-student> .

Questions / Further Information

We encourage teachers, VET Coordinators or other staff members to be directly in touch with Sarah Pavy, General Manager, Ripponlea Institute to ask questions about the course and look at how it can best fit their teachers' needs and the school's context. Contact: sarah@riptonleainstitute.com or 0451 779 464.

INTENSIVE COURSE – DATES AND TIMES

Monday 7 November **10.00am – 1.00pm** **Design Cluster**

TAEDES401: Design and develop learning programs
TAEDES402: Use training packages and accredited courses to meet client needs

Thursday 10 November **10.00am – 1.00pm** **LLN**

TAELLN411: Address adult language, literacy and numeracy skills

Wednesday 16 November **10.00am – 4.00pm FULL DAY** **LLN / Delivery**

(Finalise TAELLN411: Address adult language, literacy and numeracy skills)

TAEDEL402: Plan, organise and facilitate learning in the workplace

All units so far must be completed prior to next workshop.

Tuesday 22 November **10.00am – 1.00pm** **Assessment Tools**

TAEASS502: Design and develop assessment tools

Monday 28 November **10.00am – 4.00pm FULL DAY** **Assessment Tools**

TAEASS502: Design and develop assessment tools

Tuesday 6 December **10.00am – 4.00pm FULL DAY** **Assessment Cluster**

TAEASS401: Plan assessment activities and processes
TAEASS402: Assess competence
TAEASS403: Participate in assessment validation

RPL discussed:

BSBCMM411 Make presentations

TAEDEL401 Plan, organise and deliver group-based learning

Wednesday 14 December **10.00am – 4.00pm** **FREE WORKSHOP** **Open support session**

All teachers encouraged to drop in on this day to finalise units with support.