Introductory Guide to:

Certificate IV Training and Assessment

What you’ll find inside:

- Common Mistakes to Avoid
- Tips for choosing the Right Provider
- Strategies for Success
- TAA40104 to TAE40110 Transition
Introductory Guide to Certificate IV Training and Assessment

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Welcome!

This guide has been prepared by LIV Training to share with you some of the most common problems that learners face when enrolling in the Certificate IV Training and Assessment and how to avoid them. You will also learn about some tips and strategies to help you successfully achieve your qualification.

If you would like to know more about the TAE40110 Certificate IV Training and Assessment Qualification offered by LIV Training, please call 1800 233 447 and speak with a Training and Assessment Course Advisor or email admin@livtraining.edu.au.
Problem #1: Enrolling in the old Certificate IV Training and Assessment qualification

The TAA40104 Certificate IV Training and Assessment was released in 2004 and in June 2010 was superseded by the new TAE40110 Certificate IV Training and Assessment qualification.

The National Quality Council has stated that both the old and new qualifications are to be regarded as equivalent so if you already hold the old TAA40104 qualification there is no requirement to upgrade.

If you don’t already hold the TAA40104 and are considering enrolling in the Certificate IV Training and Assessment qualification then it is strongly recommended you enrol in the new TAE40110 Certificate IV Training and Assessment. Even though both qualifications are regarded as equivalent at this point, you will be better off investing your time and money by enrolling in the latest version of the course.

Think of the situation like buying a new product. If you had the opportunity to get the latest model for the same time, money, and effort as required to get the older 2004 model – which one would you choose?

What version of the Certificate IV Training and Assessment does LIV Training offer?

We offer the new TAE40110 Certificate IV Training and Assessment qualification.

Why are some organisations still offering the old TAA40104 qualification?

When the new TAE40110 Certificate IV Training and Assessment was released in June 2010 all Registered Training Organisations (RTOs) and TAFE institutions wanting to deliver it were required to re-apply and not all have been granted permission yet.

There is actually a 2 year ‘transition period’ which will end on 17 June 2012. Until then you will see some organisations offering the old TAA40104 qualification and others offering the new TAE40110 qualification.
Problem # 2: Choosing the Wrong Certificate IV Training and Assessment Provider

There are hundreds of registered training organisations (RTOs) and TAFEs offering the Certificate IV Training and Assessment Qualification throughout Australia, however even though all providers are offering the same nationally recognised qualification, there are presently major inconsistencies in the quality of training being offered.

As a result of the inconsistencies between providers, in the first half of 2010 there was a national strategic audit of RTOs and TAFEs offering the Certificate IV Training and Assessment. This combined with the requirement that all organisations have had to re-apply to offer the new TAE40110 Certificate IV Training and Assessment qualification should result in higher standards of delivery over the next couple of years as non-compliant organisations are identified and required to comply.

Until then, here are some tips to help you choose the right provider:

1. If you have questions, call the RTO and ask to speak with an actual facilitator – not just a sales representative.

2. Choose a provider based on what it can offer you.
   a. Does it offer the delivery option that most suits your needs (face-to-face, self-paced, online, blended etc)?
   b. Does it provide you learning resources that will suit how you like to learn? (Manuals, books, audio and video resources etc).
   c. Does it offer support services that will benefit you (Phone coaching, Email, Face-to-face, online etc.)

3. What is their marking turn around? Believe it or not – some organisations have a four week standard marking turn around. That means four full weeks before you get any feedback on your assessments. (At LIV Training we have a maximum 7 day turn around while aiming for a standard turnaround of 48 hours.)

4. Find out about the RTOs TAE40110 Certificate IV Training and Assessment practice environment requirements (covered in detail on page 7).
Problem #3: Choosing the Wrong Delivery Mode.

The Certificate IV Training and Assessment qualification is most commonly offered in the following delivery modes:

- Face-to-face
- Distance/correspondence
- Online
- Blended

Each delivery mode has benefits and drawbacks. Spending a little bit of time now working out the delivery mode that’s right for you can save you a lot of time and hassle later on.

**Face-to-face delivery**

Face-to-face delivery modes usually require you to attend classes for anywhere between 80 to 420 hours. While the benefit of attending a full time training course is that you will have a lot of contact with the facilitator, most people find it a struggle to fit several weeks (or more) of training into their already busy schedule. Additionally, with face-to-face delivery you learn at a set pace – determined by your trainer or the group – and it can often be slower than you’d like (making learning boring) or too fast (leading to unnecessary confusion and anxiety).

**Self Paced/Distance/Correspondence**

Self paced delivery is great for those people who want to learn at their own pace. It’s also perfect for people who are constantly on the move because you can learn where ever you are, and at a time that suits you.

The drawback to studying the Certificate IV in Training and Assessment via self paced delivery is that it is a content-heavy course that involves learning about a range of policies, procedures, and frameworks. As a result it can be a challenge to work through the materials on your own and most providers will give you a 200-300 page text-heavy manual which can be a less than inspiring read.

If you’re considering studying the Certificate IV in Training and Assessment via self paced delivery then it’s important to do your homework on what type of learning resources you will be provided with. At LIV Training we realise it can be a challenge to read through (and more importantly, understand) all the policies, procedures, and frameworks in Certificate IV Training and Assessment and that’s why we provide all learners with a range of learning materials. Yes, you will still receive a comprehensive Reference Manual but you will also receive Video and Audio Guides to make learning easier and a more enjoyable experience.

**Online Delivery**

One of the fastest growing modes of training is Online Delivery. Like Distance delivery, the Online Delivery mode lets you study at a time, place, and pace that suits you with the additional advantage of being able to access your learning resources anywhere you have an internet connection.

The main drawback of Online Delivery is the considerable amount of time you need to spend looking at a computer screen to learn. If you’re already spending 8 hours per day on a computer at work it can be a challenge to find the motivation to stare at a computer screen for even longer to work through the course content. Another factor to consider is that most online training
providers do not provide learners with physical copies of learning materials. If you're the kind of person who likes to have a tangible book or manual to read and make notes, then online learning may not be for you.

At LIV Training in addition supplying you with physical learning resources, you will also receive access to LIV Training’s e-Learning area – designed to make learning easier and more rewarding. Within the e-Learning Area you can communicate and network with other learners studying the same course as you through the online discussion forum. You’ll also find:

- Challenging interactive games,
- Audio guides covering every aspect of your course, and
- A valuable collection of video guides, that you can enjoy both online and offline.

That way you can mix and match your learning resources to suit your preferred learning style.

**Blended delivery**
Blended delivery can be any combination of two or more delivery modes. For the Certificate IV in Training and Assessment the most common type of blended delivery involves a shortened face-to-face component of training combined with self paced learning. This allows learners the opportunity to connect with a facilitator, gain a theoretical understanding of the course content and then work though the practical part of the course at their own pace.

At LIV Training our blended delivery option combines face-to-face, self paced, and online delivery modes. It’s the most popular delivery mode because our course and learning material have been designed to allow you to mix-and-match the combination that’s right for you.

The LIV Training blended delivery face-to-face component involves a 4 or 5 day intensive training session covering the underpinning theoretical knowledge required for Certificate IV Training and Assessment. You’ll also be given the opportunity to practice important practical aspects of the course. After the accelerated training session you can then submit the assessment materials at your own pace.
Problem #4: Not Understanding Practice Environment Requirements.

The Training and Education (TAE10) Training Package has specific Practice Environment Requirements you must comply with to successfully attain the TAE40110 Certificate IV Training and Assessment qualification.

Many RTOs delivering TAE40110 Certificate IV Training and Assessment handle this by stating learners MUST have a practice environment to enrol in the course, however they don’t actually let prospective learners know what a practice environment actually is. At the opposite end of the spectrum, other RTOs fail to even mention to prospective learners that a practice environment is required causing problems down the track!

To set things straight here’s some information directly from the TAE10 Training and Education Training Package...

- The units in the TAE10 Training and Education Training Package are designed to be practised and assessed in the workplace.
- Ideally, all TAE candidates should be working in or have access to an operating training and assessment environment such as an RTO, a training division in an enterprise, government or community organisation, or training services applied in a voluntary agency.
- While a workplace environment is highly desirable for both practice and assessment, it is recognised that, where an appropriate workplace environment is not available, simulation may be required as an assessment environment for some units or aspects of competence.

If you are currently working or have access to “an operating training and assessment environment such as an RTO, a training division in an enterprise, government or community organisation, or training services applied in a voluntary agency” then you’re fine – you’ve got the practice environment requirement covered.

If you don’t have access to operating training and assessment environment then you must check with potential providers that they cater for clients requiring a simulated environment, and if so what those requirements are.

At LIV Training we provide all learners with access to our simulated practice environment. All assessment tasks have been designed to encompass a range of workplace activities and contexts and provide you with the opportunity to demonstrate competence in either a workplace or simulated environment.
Tips for Success in Certificate IV Training and Assessment

So now that you’ve read about the most common problems people face when embarking on the TAE40110 Certificate IV Training and Assessment qualification lets switch to a more positive note and look at 6 tips for success in TAE40110 Certificate IV Training and Assessment.

1. Decide what delivery mode will suit you best – and chose an RTO that offers it.
2. Decide what support services you will use most – and chose an RTO that offers them.
3. Don’t rush through the course. Space your learning over time.
4. If you’re ever feeling overwhelmed with the volume of material you have to learn, break it down into smaller parts.
5. Think about why you really want to attain the Certificate IV Training and Assessment and use it to motivate you when the going gets tough!

And finally...

6. Find a supportive mentor with the TAE40110, TAA40104, or BSZ40198 qualification in your organisation/industry you can call on. In addition to the RTO you train with, their advice and experience will be invaluable.

Good luck with your upcoming training!

If you have a suggestion on a topic you would like to see covered in this guide that will benefit other prospective learners please let us know – admin@livtraining.edu.au

If you have any questions or queries about the Certificate IV Training and Assessment qualification please call a Training and Assessment Course Advisor on 1800 233 447.