



**TAA40104  
Certificate IV  
Training and Assessment**

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**Candidate Information and  
Application Forms for RPL**

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The candidate is to use this document to read about the RPL process and to complete the appropriate forms.

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## What does it mean to be recognised as a trainer and/or assessor?

A workplace trainer and assessor can work full-time in these roles or can conduct training and/or assessment as part of a wider job role. A workplace trainer/assessor delivers training in an industry area or area of subject matter expertise and conducts competency-based assessment in a range of contexts.

Since 23 November 2005, TAA40104 - Certificate IV in Training and Assessment has been the base qualification recognised under the Australian Quality Training Framework to enable a person to work as a trainer and/or assessor within the nationally recognised competency-based system. (Holders of BSZ40198 Certificate IV in Assessment and Workplace Training also satisfy this requirement.)

The Certificate IV in Training and Assessment (TAA40104) is made up of 12 core units and 2 elective units - a total of 14 units of competency.

These units of competency cover a number of fields of expertise. A competent workplace trainer/assessor:

1. understands the environment in which learning is occurring (working effectively in vocational education and training; fostering and promoting an inclusive learning culture, and ensuring a healthy and safe learning environment)
2. knows how to design learning to meet client needs (meeting client needs, designing and developing learning programs)
3. delivers training and facilitates learning and learners (planning and organising group-based learning and providing training through instruction and demonstration of work skills, as well as facilitating work-based, group-based, and individual learning)
4. assesses learning outcomes (planning and organising assessment; developing assessment tools; conducting assessments, and participating in assessment validation)

*“If you are doing any or all of these roles in your job, then don’t write off your skills – consider getting them recognised.”*

If you hold a current BSZ40198 – Certificate IV in Assessment and Workplace Training and you need or wish to upgrade that qualification to TAA40104 – Certificate IV in Training and Assessment, you will be entitled to direct credit for some of the TAA40104 units and to partial credit for others.

In addition, you may have other training and assessment skills that can be used to get recognition in additional units towards a Certificate IV in Training and Assessment: e.g. You may have skills in training advisory services; language, literacy and numeracy practice; auditing; or in management, research, or marketing areas.

### Cost

Administration Cost.....	\$100
If applicant enrolls in the 14 units the Administration will not apply.	
Cost of RPL per unit.....	\$ 100
Full Qualification without RPL .....	\$ 1,540
Full Qualification with RPL .....	\$ 850

## Tips and hints to help you prepare for recognition

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

1. Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.
2. Bring your position description and any performance appraisals you have from any training and assessment centres you have worked in.
3. Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?
4. Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.
5. Collect any certificates from in-house training or formal training you have done in the past.
6. You can speak with your training organisation about other ways you can show your skills in the vocational training and education industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

## Employability Skills Summary

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### The TAA40104 Certificate IV in Training and Assessment has Employability Skills.

#### Communication

- interpreting the needs of the client and writing to these
- utilising a range of communication skills such as: listening, questioning, reading, interpreting and writing documents
- writing hazard and incident reports
- using effective facilitation and interpersonal skills including verbal and body language which is sensitive to the needs of others
- mentoring, coaching and tutoring techniques

#### Teamwork

- working with colleagues to compare, review, compare and evaluate assessment processes and outcomes
- actively participate in assessment validation sessions
- managing work relationships and seeking feedback from colleagues and clients on professional performance
- developing and evaluating with others learning programs customised for individual or group needs

#### Problem Solving

- identifying hazards and assessing risks in the learning environment
- using time management skills in designing learning programs
- calculating cost of programs, logistics of delivery and accessing appropriate resources
- generating a range of options to meet client needs

#### Initiative and Enterprise

- interpreting the learning environment and selecting delivery approaches which motivate and engage learners
- monitoring and improving work practices to enhance inclusivity and learning
- being creative to meet clients' training needs
- applying design skills to develop innovative and flexible cost effective programs

#### Planning and Organising

- researching, reading, analysing and interpreting workplace specifications
- planning, prioritising and organising workflow
- interpreting collected evidence and making judgements of competency
- action plans and hazard reports documented
- working with clients in developing personal or group learning programs
- organising the human, physical and material resources required for learning and assessment

#### Self-management

- working within policy and organisational frameworks
- managing work and work relationships. Adhere to ethical and legal responsibilities
- taking personal role and responsibility in the planning, delivery and review of training
- being a role model for inclusiveness and demonstrate professionalism
- personal perceptions and attitudes examined

#### Learning

- undertaking self evaluation and reflection practices
- researching information and accessing policies and frameworks to maintain currency of knowledge and skills
- promoting a culture of learning in the workplace, seek feedback from colleagues
- facilitating individual, group based and work based learning

#### Technology

- using technology to enhance outcomes ie: online delivery, research using the web
- using student information management systems to record assessments.
- technology and equipment needs are identified and organised prior to training
- ability to use a range of software including presentation packages

## Referee Testimonial for Recognition of Prior Learning (RPL)

(Please select a referee who has directly witnessed your ability to address each criteria. Eg Head of VET Department or Training/VET Supervisor)

Name of Candidate: \_\_\_\_\_

Workplace: \_\_\_\_\_

Date: \_\_\_\_\_

(Note: Please provide a copy of each evidence point or you can work with your Training Manager / Head of VET to gather this evidence)

The candidate has performed, or can successfully perform, the following in the training environment.

1. Understands the requirements and works effectively within the vocational education and training environment
  - List the curriculum/industry environment area involved \_\_\_\_\_
2. Fosters and promotes an inclusive learning culture (Give an example)
  - \_\_\_\_\_
3. Ensures a healthy and safe learning environment.
  - List the Health and Safe processes the candidate uses. Eg Safety Check List or other reporting documents.
  - Please provide sample documents \_\_\_\_\_
4. Uses Training Packages in ways that meets clients needs. List the following:  
(Make sure the evidence is not for an accredited course)
  - National Training Package Code \_\_\_\_\_
  - National Training Package Title \_\_\_\_\_
  - Qualification Title \_\_\_\_\_
  - A printout of the "Qualification Rules" provided. \_\_\_\_\_
  - 3 Units of competency being delivered \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
5. Designs and develops learning programs
  - Supply a sample of the participants work \_\_\_\_\_
6. Provide copies of the Delivery and Assessment Strategy \_\_\_\_\_
7. Attach one Learning Program the candidate delivers.
  - Title of Learning Program \_\_\_\_\_
8. Provides training through instruction and demonstration of work skills.
  - \_\_\_\_\_
9. Facilitates work-based learning.
  - Give an example. \_\_\_\_\_
10. Facilitates individual learning.
  - Give an example \_\_\_\_\_
11. Design effective training materials.
  - Provide a copy of 2 sets of training materials \_\_\_\_\_

12. Conduct evaluation/review of learning programs/s on a regular.
  - Provide an evaluation/review report conducted during the last 6 months. \_\_\_\_\_
13. Plans and organises assessment. Provide a copy of an assessment plan candidate has used.
  - \_\_\_\_\_
14. Develops assessment tools.
  - Provide a copy of 2 assessment tools the candidate has developed.
  - Title of Assessment Tool \_\_\_\_\_
  - Title of Assessment Tool \_\_\_\_\_
15. Conducts assessment in accordance to the AQTF 2007 standards and requirements of the Unit of Competency to be assessed.
  - Give an example. \_\_\_\_\_
16. Participates in assessment validation (internal reviews) Provide a copy of an Internal Review Report from the candidate.
  - Give an example. \_\_\_\_\_
17. Reports to clients on training needs (learning pathways, career advice etc)
  - Give an example. \_\_\_\_\_
18. Provide a copy of a training needs report the participant has completed.
  - \_\_\_\_\_
19. Participates in client feedback survey (annual validation review) Provide a document showing the candidate's involvement in the client feedback survey.
  - Give an example. \_\_\_\_\_
20. Records, collates and stores assessment appropriately.
  - Give an example. \_\_\_\_\_

**Referee's Details**

Name of Referee: \_\_\_\_\_

Position: \_\_\_\_\_

The Referee needs to have the TAA40104 Certificate IV in Training and Assessment qualification.  
(Please provide a JP Certified copy of the Referee's Qualifications.)

List other Qualifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Provide JP Certified copies of the Referee's Qualification – This is to validate the referee is a suitable person to validate the candidates Skills and Knowledge in the TAA40104 Certificate IV in Training and Assessment)

Employer's Name: \_\_\_\_\_

Signature \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_



P O Box 5790 Mackay M/C Qld 4741  
Phone 07 4953 1588  
Fax 07 4953 1599

**ENROLMENT FORM**

## Please note that all shaded areas are mandatory fields for our Power Pro RTO (without this information your details can not be entered into our database and your certificate cannot be processed)

<b>RTO</b>	ProSkills Pty Ltd (31157)				
<b>Student Surname</b>					
<b>• Student First Name</b>					
<b>Postal Address</b>					
<b>Suburb</b>				<b>State</b>	<b>Postcode</b>
<b>Date of birth</b>				<b>Gender</b>	
	Day	Month	Year	M / F	Home Phone Daytime phone

<b>Email Address</b>					
<b>Employer's Company Name</b>					
<b>Employer's Address</b>					
<b>Suburb</b>				<b>State</b>	<b>Postcode</b>
<b>Employer's Phone</b>			<b>Employed as</b>		

**Qualification Requirements:** The TAA40104 Certificate IV in Training and Assessment comprises 14 units packaged as: 12 core units PLUS 2 elective units

Enrolment can be "Full Enrolment", or "One Field of Competency" at a time this is your choice.

Tick the Left Box/s for your choice and write costs in Right Column. If you enrol in Full Course only put cost in that line, etc.

<input checked="" type="checkbox"/>	<b>Enrolment</b>	<b>(List the Full cost or RPL Cost wick ever Applies)</b>	<b>Cost</b>
	Full Enrolment for TAA40104 Certificate IV in Training and Assessment (14 Units)		
	<b>Learning Environment Complete Field of Competency</b> TAAENV401B Work effectively in vocational education and training (Core Unit) TAAENV402B Foster and promote an inclusive learning culture (Core Unit) TAAENV403B Ensure a healthy and safe learning environment (Core Unit)		
	<b>Learning Design Complete Field of Competency</b> TAADES401B Use Training Packages to meet client needs (Core Unit) TAADES402B Design and develop learning programs (Core Unit)		
	<b>Delivery and Facilitation Complete Field of Competency</b> BSBLED401A Develop teams and individuals (Elective Unit) TAADEL401B Plan and organise group-based delivery (Core Unit) TAADEL402B Facilitate group-based learning (Elective Unit) TAADEL403B Facilitate individual learning (Core Unit) TAADEL404B Facilitate work-based learning (Core Unit)		
	<b>Assessment Complete Field of Competency</b> TAAASS401C Plan and organise assessment (Core Unit) TAAASS402C Assess competence (Core Unit) TAAASS403B Develop assessment tools (Core Unit) TAAASS404B Participate in assessment validation (Core Unit)		
<b>Total</b>			

I agree to abide by the regulation of ProSkills and confirm the accuracy of the information which I have supplied on this enrolment form. I consent for ProSkills and authorised organisations to use this information as detailed in the Privacy Statement. ProSkills will abide by the privacy statement below.

**Privacy Statement**

The information provided by you on this form will be used by ProSkills and authorised organisations for the purpose of general student administration, communication, program monitoring and evaluation. The information may be disclosed to the employer of apprentices or trainees, new apprenticeship centres.

The provision of this information is essential for both enrolment and re-enrolment. Information provided will be held securely and disposed of securely when no longer needed. You may correct or change any personal details provided by contacting ProSkills or authorised organisations.

Signature of Student	Signature of Instructor/Assessor	Day	Month	Year
			Date	







P O Box 5790 Mackay M/C Qld 4741  
Phone 07 4953 1588  
Fax 07 4953 1599

**Assessment Cover Sheet**

<b>RTO</b>		ProSkills Pty Ltd (31157)						
<b>Student Surname</b>								
<b>• Student First Name</b>								
<b>Postal Address</b>								
<b>Suburb</b>					<b>State</b>		<b>Postcode</b>	
<b>Date of birth</b>					<b>Gender</b>			
		<small>Day</small>	<small>Month</small>	<small>Year</small>	<small>M / F</small>	<small>Home Phone</small>	<small>Daytime phone</small>	

<b>Employer's Company Name</b>							
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**Learning Field and Units of Competencies**

<b>Learning Environment Complete Field of Competency</b>							
TAAENV401B Work effectively in vocational education and training (Core)							
TAAENV402B Foster and promote an inclusive learning culture (Core)							
TAAENV403B Ensure a healthy and safe learning environment (Core)							
<b>Learning Design Complete Field of Competency</b>							
TAADES401B Use Training Packages to meet client needs (Core)							
TAADES402B Design and develop learning programs (Core)							
<b>Delivery and Facilitation Complete Field of Competency</b>							
BSBLED401A Develop Teams and Individuals (Elective)							
TAADEL401B Plan and organise group-based delivery (Core)							
TAADEL402B Facilitate group-based learning (Elective)							
TAADEL403B Facilitate individual learning (Core)							
TAADEL404B Facilitate work-based learning (Core)							
<b>Assessment Complete Field of Competency</b>							
TAAASS401C Plan and organise assessment (Core)							
TAAASS402C Assess competence (Core)							
TAAASS403B Develop assessment tools (Core)							
TAAASS404B Participate in assessment validation (Core)							
<b>Signature of Student</b>		<b>Signature of Instructor/Assessor</b>			<b>Day</b>	<b>Month</b>	<b>Year</b>
						<b>Date</b>	



## Steps in the RPL process

### Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the training and assessment or VET industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

- ♦ brief CV or work history
- ♦ certificates/results of assessment
- ♦ certificates/results of assessment – interstate/overseas
- ♦ certificates/results of assessment – universities
- ♦ results/statement of attendance/ certificates – vendor training courses
- ♦ results/statement of attendance/ certificates – in house courses
- ♦ results/statement of attendance/ certificates – workshops, seminars, symposiums, etc
- ♦ results/statements of attendance/ certificates – club courses e.g. first aid, surf life saving
- ♦ industry awards
- ♦ membership of relevant professional associations
- ♦ learning programs
- ♦ learning and assessment strategies
- ♦ training session plans
- ♦ learning resources developed (including electronic forms: videos, MP4s, DVDs...)
- ♦ assessment tools and marking guides
- ♦ completed assessment reports
- ♦ minutes of moderation and validation meetings
- ♦ minutes of industry network meetings
- ♦ quality system documents
- ♦ audit reports and documents
- ♦ marketing information
- ♦ minutes of meetings where leadership and teamwork are evident
- ♦ attendance and enrolment forms
- ♦ diaries/task sheets/job sheets/log books
- ♦ feedback forms and comments
- ♦ references/letters from previous employers/supervisors
- ♦ hobbies/interests/special skills outside work
- ♦ any other documentation that may demonstrate industry experience (list)

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

## **Step 2 – Conversation with Assessor**

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer training and assessment related questions to identify your current skills.

## **Step 3 – Practical demonstration of your skills**

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

## **Further steps**

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

## APPLICATION – Self Assessment Questionnaire

### TAA40104 Certificate IV in Training and Assessment

**Candidate Name:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

How often do you perform the following?

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
<b>CORE UNITS</b>				
TAAENV401B	Work effectively in vocational education and training			
TAAENV402B	Foster and promote an inclusive learning culture			
TAAENV403B	Ensure a healthy and safe learning environment			
TAADES401B	Use training packages to meet client needs			
TAADES402B	Design and develop learning programs			
TAADEL401B	Plan and organise group based delivery			
TAADEL403B	Facilitate individual learning			
TAADEL404B	Facilitate work based learning			
TAAASS401C	Plan and organise assessment			
TAAASS402C	Assess competence			
TAAASS403B	Develop assessment tools			
TAAASS404B	Participate in assessment validation Prerequisite: TAAASS402C			
<b>ELECTIVE UNITS (select 2 Elective Units)</b>				
TAADEL402B	Facilitate group based learning			
BSBLED401A	Develop teams and individuals			

**Candidate Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Applicant Details:

<b>1. Occupation you are seeking recognition in</b>	
<b>2 Personal Details</b>	
Surname	
Preferred Title (Mr, Mrs, Ms, Miss)	
First Name/s	
Any other name used	
<b>3 Current Employment</b>	
Are you currently employed?	YES / NO
If Yes, in which occupation are you currently employed?	
Who is your current employer?	
<b>4. Armed Forces details (If Applicable)</b>	
Branch of Service	
Trade classification on discharge	
<b>5. Further Training</b>	
Have you undertaken any training courses related to the occupation applied for?	YES / NO
<b>If Yes</b>	
What occupation were you trained in?	
Training completion Date (month, year)	
Country where you trained	
Name of course and institution (if applicable)	
<b>6. Is there any further information you wish to give in support of your application?</b>	
<b>7. Professional Referees (relevant to work situation)</b>	
Name	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	
Name	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	

## Applicant Employment History Form

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**Attach additional sheet if required**

If you are including documents in your application, please provide a brief description below

Supporting evidence	Tick the items you can provide	Year completed	<b>Office Use Only</b> – assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation
Brief CV or Work History			
Certificates/Results of Assessment			
Certificates/Results of Assessment – interstate/overseas			
Certificates/Results of Assessment – universities Results/Statement of Attendance/ Certificates – vendor training courses			
Results/Statement of Attendance/ Certificates – in house courses			
Results/Statement of Attendance/ Certificates – workshops, seminars, symposiums, etc			
Results/Statements of Attendance/ Certificates – club courses e.g. first aid, Surf Life Saving			
Industry awards			
Membership of relevant professional associations			
Learning and assessment strategies			
Training session plans			
Learning Resources			
Assessment tools and marking guides			
Completed assessment reports			
Minutes of moderation and validation meetings			
Minutes of industry network meetings			
Quality system documents			
Audit reports and documents			
Marketing information			
Minutes of meetings where leadership and teamwork are evident			
Attendance and enrolment forms			
Diaries/task sheets/job sheets/log books			
Feedback forms and comments			
References/letters from previous employers/supervisors			
Hobbies/interests/special skills outside work			
Any other documentation that may demonstrate industry experience (list):			



If candidates have BSZ40198 Certificate IV in Assessment & Workplace Training, and/or BSZ50198 Diploma of Training and Assessment Systems, they will receive credit transfer for the following units from TAA40104 Certificate IV in Training and Assessment.

<b>TAA40104 Certificate IV in Training and Assessment</b>	<b>BSZ Certificate IV in Assessment and Workplace Training and other BSZ units</b>
TAADES402B Design and develop learning programs	BSZ405A Plan and promote a training program is equivalent to TAADES402B
TAADEL301B Provide training through training and instruction and demonstration of work skills	BSZ404A Train small groups is equivalent to TAADEL301B
TAADEL401B Plan and organise group-based delivery	BSZ406A Plan a series of training sessions is equivalent to TAADEL401B
TAADEL402B Facilitate group-based learning	BSZ407A Deliver training sessions is equivalent to TAADEL402B
TAADEL403B Facilitate individual learning	There is partial equivalence between BSZ404A and TAADEL403B but application would need to be demonstrated to an individual learning relationship applying the relevant techniques for individual facilitation that are specified in TAADEL403B. Individuals holding BSZ404A would need to show evidence of one-to-one approach to gain equivalence
TAADEL404B Facilitate work-based learning	There is partial equivalence between BSZ404A and BSZ407A with TAADEL404B. It would be possible for an individual holding BSZ404A and/or BSZ407A to demonstrate evidence of having applied these units in a work context. In that case the units would be equivalent
TAADEL405B Coordinate and facilitate distance-based learning	BSZ407A Deliver training sessions is equivalent to TAADEL405B
TAAASS401C Plan and organise assessment	BSZ401A Plan assessment is equivalent to TAAASS401C
TAAASS402C Assess competence	BSZ402A Conduct assessment is equivalent to each of TAAASS402C and TAAASS301B
TAAASS403B Develop assessment tools	BSZ506A and BSZ507A are each equivalent to TAAASS403B. BSZ401A has partial equivalence. Application of Element 3 would need to be demonstrated against all the specifications of TAAASS403B
TAAASS404B Participate in assessment validation	BSZ403A has partial equivalence with TAAASS404B
TAATAS401B Maintain information requirements of training and/or assessment organisations	There is no single BSZ unit that addresses TAATAS401B. When held together BSZ402A, BSZ405A and BSZ408A would make up equivalence to TAATAS401B



