RMIT Workforce Solutions offers a vast range of workplace training and assessment courses for teaching and learning professionals. We have been a market leader in “Train the Trainer” programs for well over 10 years. As a result our comprehensive offerings include accredited programs and short professional development courses:

- Certificate IV in Competitive Manufacturing
- Train the Trainer (Non-Accredited course)
- Course Design and Facilitation using MBTI (Myers Briggs Type Indicator) Day and Evening Programs
- Designing Programs with Impact Day and Evening Programs
- Master Facilitation Skills Day and Evening Programs
- Mind Mapping

Coming Soon in 2006:
- Diploma in Training & Assessment
- Conflict Resolution
- Time Management
- Negotiation Skills
- Environment & Planning
  - Climate Change
  - Coastal Planning
  - Activity Centre Planning
  - Regulatory Frameworks

Fees and Applications

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intensive Course</td>
<td>$2900</td>
</tr>
<tr>
<td>Bridging Course</td>
<td>$1650</td>
</tr>
<tr>
<td>Modular Course:</td>
<td></td>
</tr>
<tr>
<td>Environment (1 day)</td>
<td>$300</td>
</tr>
<tr>
<td>Design (3 days)</td>
<td>$780</td>
</tr>
<tr>
<td>Delivery (4 days)</td>
<td>$1040</td>
</tr>
<tr>
<td>Assessment (3 days)</td>
<td>$780</td>
</tr>
<tr>
<td>RPL / RCC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$110 per Unit</td>
</tr>
<tr>
<td></td>
<td>$1540 all 14 Units</td>
</tr>
</tbody>
</table>

Bookings can be made by phone or online through our secure website or post/fax us your Enrolment Form accompanied with payment or company Purchase Order. Upon receipt of the course fees, your registration will be confirmed in writing.

Please attach payment to your Enrolment Form and return to:

RMIT Training Pty Ltd
PO Box 12058, A’Beckett Street, Melbourne Vic 8006
or - fax to: (03) 9925 8134
or - enrol online at www.shortcourses.rmit.edu.au

Need More Information?
Telephone: 03 9925 9062
Email: loyola.armiger@rmit.edu.au

Certificate IV in Training and Assessment 2006
TAA40104

 Advanced Skills for People Who Want to Build Careers in Training & Workplace Assessment
RMIT Workforce Solutions is the corporate consulting and training business of RMIT University. Operating for over 20 years, it has built an impressive track record of innovative business solutions for industry, specialising in staff development systems, leadership, change management and training.

Our new Certificate IV in Training and Assessment TAA40104 provides essential skills for both trainers and assessors working within the Vocational Education & Training (VET) context. Highly experienced senior practitioners facilitate the program, providing expertise on all 14 units utilising newly developed participant guides. The guidance, insights and skills these practitioners impart will give you the edge in your training career.

LEARNING MADE EASIER
Each manual will guide the participant through their course by following a sequence of learning activities, case studies and evidence tasks that are utilised for assessment purposes. These different activities are highlighted throughout the manuals with easy to follow symbols.

WHO SHOULD APPLY?
People who are new to the Teaching, Training and Assessment discipline must hold this qualification. Current holders of the old Certificate IV BSZ40198 do not have to upgrade to this new qualification, however for those wanting to broaden their knowledge and keep up with current trends in training and assessment we do offer a “bridging course” to upgrade their current qualification.

HOW WILL I BENEFIT?
You will learn about advanced aspects of training and assessment and build on your practical professional skills. The new units of competency covered in the new course are richer, broader and more in depth that the previous qualification. Participants who complete all 14 units of competency and successfully submit post workshop assignments for all units will receive a Certificate IV in Training and Assessment (TAA40104).

PROGRAM STRUCTURE AND DURATION
The TAA40104 Certificate IV in Training and Assessment specifies the competencies required delivering training in either industry, a Registered Training Organisation (RTO) or area of subject matter expertise and to conduct competency-based assessments.

The qualification consists of 14 units (12 core and 2 electives). These have been grouped into four blocks.

**Environment (1 day)**
- Work effectively in vocational education and training TAAENV401A
- Foster & Promote an inclusive learning environment TAAENV402A
- Ensure a healthy and safe learning environment TAAENV403A

**Design (3 days)**
- Use training packages to meet client needs TAADES401A
- Design & develop learning programs TAADES402A
- Plan & organise group based learning TAADEL401A

**Delivery (4 days)**
- Facilitate individual learning TAADEL403A
- Facilitate work based learning TAADEL404A
- Facilitate group based learning TAADEL402A
- Provide training through instruction and demonstration of work skills TAADEL301A

**Assessment (3 days)**
- Plan and organise assessment TAAASS401A
- Assess competence TAAASS402A
- Develop assessment tools TAAASS403A
- Participate in assessment validation TAAASS404A

The program is delivered in basically four modes. Each mode has its specific duration and purpose.

**Intensive Course**
For those who do not hold a current Cert IV in Training and Assessment. Our intensive course has been designed to be delivered in modular blocks across 11 days spread over 4 weeks minimising time away form the workplace and allowing preparation time between each block.

**Bridging Course**
This course will upgrade your current Certificate IV in Training & Assessment BSZ40198 to the new TAA40104. The process maximises opportunities for recognition of current competence. Following an information session you are supported with pre-workshop information and materials. Participants can then attend a full 1 day transition training day followed by ongoing access and support to consultants while producing a portfolio-of-evidence for assessment.

**Modular Course**
Delivery is divided into 4 modules: Design, Delivery, Environment and Assessment. Participants can select the sequence they want to progress through these modules. This is particularly relevant for those who wont need all 4, i.e. only the Workplace Assessment modules for their professional development.

**RPL / RCC**
This option provides experienced trainers & consultants with a one hour workplace visit to streamline the process for you. A comprehensive guide is provided outlining specific requirements and examples of typical evidence.
<table>
<thead>
<tr>
<th>Timeframe</th>
<th>ASSESSMENT</th>
<th>ENVIRONMENT</th>
<th>DESIGN</th>
<th>DELIVERY</th>
<th>INTENSIVE</th>
<th>BRIDGING COURSE</th>
<th>Train-the-Trainer</th>
</tr>
</thead>
<tbody>
<tr>
<td>July to Sep 2006</td>
<td>3 full-days $780.00</td>
<td>1 full-day $300.00</td>
<td>3 full-days $780.00</td>
<td>4 full-days $1,040.00</td>
<td>11 full-days $2,900.00</td>
<td>1 full-day plus ongoing support $1,650.00</td>
<td>3 full-days non-endorsed $780.00</td>
</tr>
<tr>
<td>July</td>
<td>17th, 18th, 24th</td>
<td></td>
<td>3rd, 4th, 5th</td>
<td></td>
<td>6th, 7th, 12th, 13th, 14th, 19th, 20th, 21st, 26th, 27th, 28th</td>
<td>3rd 2 hr. Info. session</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td></td>
<td>1st</td>
<td></td>
<td></td>
<td>3rd, 4th, 9th, 10th, 11th, 16th, 17th, 18th, 23rd, 24th, 25th</td>
<td>31st</td>
<td>22nd</td>
</tr>
<tr>
<td>September</td>
<td>18th, 19th, 25th</td>
<td></td>
<td>4th, 5th, 6th</td>
<td></td>
<td>7th, 8th, 13th, 14th, 15th, 20th, 21st, 22nd, 27th, 28th, 29th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5th, 6th, 11th, 12th, 13th, 18th, 19th, 20th, 25th, 26th, 27th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2nd, 3rd, 8th, 9th, 10th, 15th, 16th, 17th, 22nd, 23rd, 24th</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Current at 5th September 2006.
Please contact Loyola Armiger for further courses later in the year on 9925 9062 or loyola.armiger@rmit.edu.au