



CERTIFICATE IV IN TRAINING & ASSESSMENT

TAA40104 / 056702G

RTO: 2922
CRICOS: 01597B

STUDY OPTIONS

You can choose to study a combined program, which enables you to fast track your Certificate. This means you will complete the whole course in only 2 weeks. This option gives you the option to complete the course quickly with all the face to face support you need, so you can return to the workforce quicker.

AICA also offers a Flexible Delivery program, which enables you to study at your own pace and in your own time, as fast or as slow as you wish. The AICA program provides all the resources you would need in a supportive environment, with workshops available to offer extra support.

We have a day course and a course involving a day course and study at home, giving you the flexibility to study when it best suits you. These courses offer you traditional classroom based learning, incorporating interaction with other professional people in a workshop environment. This provides all learning resources with a lecturer to help guide you through the course content.

OVERSEAS APPLICANTS

Overseas students require one of the following scores in a language proficiency test:

IELTS	5.5
TOEFL	195
(Computer Based)	
TOEFL	530
(Paper Based)	
TOEIC	700



DR072 013.04.10

COURSE DESCRIPTION

This course will enable you to plan, develop, implement and evaluate training and development programs. It also encourages you to ensure management and staff acquire the skills and develop the competencies required by the organisation. It provides a pathway to higher qualifications such as a degree.

COURSE DURATIONS

Day Course	1 full day per week over 9 weeks in College term
Evening Course	2 evening per week for 9 weeks in College term
Combined Course	4 days (2 days in each 2 weeks) combined with flexible study
Flexible Delivery	Anytime, students own paced learning

Upgrade

Day Course	Attend specific days that the units are being taught
Combined Course	Attend specific days that the units are being taught combined with flexible study
Flexible Delivery	Anytime, students own paced learning

INTAKE

Contact AICA for your session times

COURSE REQUIREMENT

A Laptop computer capable of processing all the software required for the course, particularly with wireless networking.

REQUIREMENTS TO RECEIVE THE QUALIFICATION

Completion of:

- 15 core units of competency
- 5 elective units of competency

WHAT IS EXPECTED OF STUDENTS

It would be of advantage for students to have competent skills in the areas of research, note-taking and report preparation. It is expected that students would put in hours outside study time per class per week

WHO WOULD BENEFIT FROM THIS COURSE?

- Industry professionals interested in training others in their field of expertise
- Employees who are responsible for training and development within their organisation
- Corporate trainers interested in using a nationally-recognised workplace training model
- Trainers and assessors wishing to upgrade from the previous BSZ401098
- Anyone wishing to train in a VET training area



BENEFITS OF STUDYING AT AICA

AICA gives you the opportunity to enhance your career, by teaching you new skills and knowledge that can be used in training and assessing in your industry. Class sizes are kept small at AICA, so students can receive individualised attention and one on one interaction.

AICA's day courses have a rolling start date, which means you can start studying at the beginning of each unit. This way you don't have to wait until the whole course is finished to start your Certificate.

At AICA, you can choose to just complete a cluster of units instead of the whole Certificate. The Train the Trainer and Workplace Assessor units are available to be studied as individual courses. See the course outline for more details

COURSE OUTLINE

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

TAADEL404B *Facilitate work based learning

TAADEL403B *Facilitate individual learning

TAAASS401B Plan and organise assessment

TAAASS402B Assess competence

TAAASS403B *Develop assessment tools

TAAASS404B *Participate in assessment validation

TAADEL402B Facilitate group-based learning

TAADEL301B Provide training through instruction and demonstration of work skills

For upgrade only the units marked with an *

ENROLMENTS

The Enrolment Application form is available from the AICA website or by contacting AICA Head Office
An application fee of \$300.00* is required with your application.

AICA Education

ABN: 23033247901

AICA Education

PO Box 3262

Australia Fair

Southport QLD 4215

AUSTRALIA

The application fee will be deducted from total course fees upon commencement of studies

Please note: AICA Education is a member of ACPET's Tuition Assurance Scheme.

Additional fees may apply for the following:

Materials & Printing

Resubmission of Units of Competency

Reissue of testamurs

RPL (Recognition of prior learning)

For information on current course fees and the Refund Policy please contact AICA on

Telephone: +61 (0) 7 55 320 042

Email: info@aica.edu.au

Web: www.aica.edu.au

