



Certificate IV in Training and Assessment (TAA40104)

RPL/RCC Information

What does the Training and Assessment Training Package (TAA04) cover?

The Training and Assessment Training Package is designed to meet the current and future competency development and qualification needs of new and existing personnel working in a broad range of work functions and activities within vocational education and training. It provides a clear set of benchmarks to support both initial competency achievement and ongoing staff and professional development.

The Training and Assessment Training Package (TAA04) addresses a range of competency areas that represent the key areas of work undertaken within organisations that provide training and assessment services.

TAA40104 replaces BSZ40198 Certificate IV in Assessment and Workplace Training as the required qualification for training and assessing Training Packages under the Australian Quality Training Framework.

Who needs TAA40104?

This qualification is required by anyone delivering training or conducting assessment of Training Packages under the Australian Quality Training Framework (AQTF). Such people may work or seek to work as trainers/assessors within a Registered Training Organisation (RTO). The qualification is also useful for people developing learning and assessment materials, managing training within an organisation or RTO or developing and delivering non accredited training for adult learners.

What does TAA40104 cover?

TAA40104 addresses a range of competency areas that represent the key areas of work undertaken within organisations that provide training and assessment services. Each of these areas is called a Field in the Training and Assessment Package (TAA04). The fields are:

1. Learning Environment
2. Learning Design
3. Delivery and Facilitation
4. Assessment
5. Training Advisory Services
6. Co-ordination, Management and Quality of Training and/or Assessment Services
7. Language, Literacy and Numeracy Practice
8. Imported units

RPL/RCC Information

CSU Training offers RPL/RCC Assessment for the Certificate IV in Training and Assessment (TAA40104).

Candidates may apply for RPL/RCC for all or some of the 14 Units that make up the qualification. RPL/RCC will only be granted for completed Units – it will not be granted for parts of Units.

The CSU Training RPL/RCC process entails:

1. Enrolling and payment of enrolment fee
2. Issuing of an RPL/RCC Application Kit to guide the candidate
3. Initial interview with your appointed Assessor to discuss the Units for which RPL/RCC is sought and to discuss the evidence required
4. Assessment of Portfolio of evidence
5. Post Assessment interview to confirm current knowledge
6. Interview with a 3rd party nominated by the candidate (eg. Supervisor/Manager) to verify claims
7. Notification of the RPL/RCC Assessment result
8. Issuing of certificate or statement of attainment for completed units

It is the responsibility of the candidate to access and to be familiar with the TAA04 Training Package (available from www.ntis.gov.au). The candidate should provide sufficient, current, valid and authentic evidence to demonstrate competence in each of the Performance Criteria in line with the Evidence Guide specifications. An Evidence Summary template will be provided to assist you in organising your evidence. Generally, evidence should not be more than 2 years old and you should clearly show how the evidence relates to the standard. Copies of Certificates should be certified by a Justice of the Peace (JP) or equivalent. Evidence may be presented in hard copy and/or electronic (CD) format.

Your appointed Assessor will be available to answer your enquiries throughout the process. If your first attempt at RPL is unsuccessful, you will be given a second opportunity to present your evidence. If you are unsuccessful at this attempt you will be required to enrol and pay the cost of completing the unit via course work. There is no refund for an unsuccessful attempt at RPL.

Enrolment can occur at any time, but you are expected to submit your evidence portfolio within six (6) months of your Application for RPL/RCC.

Candidates have the right to appeal against assessment decisions. You will be allowed two (2) attempts at assessment and at any stage you may invoke the appeals process (as outlined in the Student Handbook).

Unit Summary – Certificate IV in Training and Assessment (TAA40104)

The 12 Core Units and 2 Electives make up TAA40104

Core Units	
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 Equivalent to BSZ405A Plan and promote a training program
TAADEL401B	Plan and organise group-based delivery Equivalent to BSZ406A Plan and promote a series of training sessions
TAADEL403B	Facilitate individual learning
TAADEL404B	Facilitate work-based learning
TAAASS401B	Plan and organise assessment Equivalent to BSZ 401A Plan assessment
TAAASS402B	Assess competence Equivalent to BSZ402A Conduct assessment
TAAASS403B	Develop assessment tools
TAAASS404B	Participate in assessment validation
Elective Units	
TAADEL301B	Provide training through instruction and demonstration of work skills
TAADEL402B	Facilitate group-based learning Equivalent to Deliver training sessions
TAADEL405B	Co-ordinate and facilitate distance-based learning Equivalent to BSZ407A Deliver training sessions
TAAENV404B	Develop innovative ideas at work
TAATAS401B	Maintain information requirements of training and/or assessment organisations
TAALLN401B	Address language, literacy and numeracy issues within learning and assessment practice
Imported Units	
BSBCM404A	Develop teams and individuals
BSBCM405A	Analyse and present research information
BSBCM409A	Promote products and services

To proceed with an application for RPL/RCC please complete the CSU Training Enrolment form and return it with payment to:

CSU Training
Locked Bag 588
Wagga Wagga NSW 2678

For further enquiries please telephone CSU Training – 02 6933 2722