



A **RUBICOR** COMPANY

# Certificate IV in Training and Assessment (TAA 40104)

## Public Program 2010

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### IMPORTANT DISCLAIMER

The information and recommendations contained in this report have necessarily been based upon certain assumptions and judgments. The assumptions are that:

- all information given to Locher Human Resources by you is accurate, current and complete;
- all information compiled from materials of Government Agencies, commercial, or professional organisations are accurate, current and presented in an unbiased manner; and

### PURPOSE AND CONFIDENTIALITY

This document is prepared solely for the use of **Client** for assessment of Locher & Associates (*herein referred to as Locher*) as a provider of human resource consulting services. This document is not to be used for any other purpose and is not to be copied or transmitted in any way except in connection with the stated purpose. It is not for publication, distribution or sighting by anyone other than the officers of **Client** for the express purpose and is to be held confidential always. The rates stated within this document are valid for a 12-month period from the commencement of the contract unless otherwise agreed by both parties or impacted by legislative changes.

## 1. Organisation Profile



Following 20 years in human resource consulting Christine Locher, an industry leader in her field, founded Australian owned Locher & Associates Pty Ltd in 2001 – see [www.locher.com.au](http://www.locher.com.au). Since this time the company has attained Quality accreditation to AS/NZS ISO 9001:2000 standard and enjoys the enviable reputation of servicing many leading private and public sector organisations. With national and international associations through its parent company, the Rubicor Group, Locher provides leading edge temporary and permanent recruitment and organisational development solutions.

Locher has a specialisation within the Rubicor Group in the field of organisational development with state of art tailored executive leadership and coaching capabilities. Locher is a national Registered Training Organisation (RTO) offering accredited career pathways to private and public sector staff. With extensive on line capability for all levels of assessment, Locher offers the latest in technology to provide clients with management reporting capability, candidate database management and time and attendance recording.

The organisation's philosophy is based on a proven ability to enhance the productivity and quality of organisations, corporations and government authorities by helping them locate, retain and develop the most effective and efficient people.

Since May, 2005 Locher has been a subsidiary of Rubicor Group Ltd, a national Human Resources consulting company which operates across a broad range of industry sectors and at all levels within the recruitment industry. Group CEO is Jane Beaumont, a former Managing Director and Board appointee for Spherion/Ross Human Directions.

Specifically, Rubicor is a multi-branded, decentralised Group which has businesses located in Sydney, Melbourne, Brisbane, Adelaide, Perth, Canberra, New Zealand and Singapore. The group operates in the areas of Executive Search and Advertised Recruitment in both permanent and temporary/contracting as well as providing specialist expertise in Organisational Development.

Industry sectors and disciplines covered by the company include banking, financial services, accounting, business support, resources, agribusiness, manufacturing, engineering, energy, information technology, government and health.

The operating entities within Rubicor are characterised by being "best-in-class" in their particular specialist areas and Locher retains its individual culture, operating procedures, and leadership team.

### LOCHER VISION STATEMENT

*"We take pride in offering excellent integrated best practice human resource and management solutions.*

*We are characterised by our authentic desire to genuinely partner with our clients.*

*At Locher we listen, we care, we respect, we challenge, both internally and externally."*

## 2. Certificate IV in Training and Assessment

### CREATING ORGANISATIONAL SUCCESS THROUGH PEOPLE

Locher is delighted to present the Certificate IV in Training and Assessment. This program is designed for those in which training is a major part of their role: existing trainers who need to upgrade their qualification, people who want to become trainers, people within organisations who deliver training and anyone who wish to enter the training industry.

### PROGRAM OBJECTIVE

The aims of the program include providing skills and knowledge to individuals who are required to deliver training or conduct workplace assessments; build capacity to deliver best practice training and assessment; understand the role that the trainer has in organisational development and provide a forum for individuals to learn through action learning activities. The program is underpinned by adult learning principles as Locher understands the specific requirements of adult learning.

### KEY ACTIVITIES

- > A launch for participants and key organisational stakeholders.

Workshops which fall under the following clusters:

- > Learning Environment, Learning Design, Delivery and Facilitation, Assessment.
- > Participation in assessments and accreditation activities that will improve the work environment.
- > Locher Human Resources recognises that this Certificate IV in Training and Assessment represents a significant investment for your organisation. In line with this investment there will be a need for both qualitative and quantitative review of the impact of the program and the return on investment.
- > A formal evaluation of the Certificate IV in Training and Assessment Program will occur. Several tools will be used to ensure a fair and accurate evaluation occurs.

### OUTCOMES

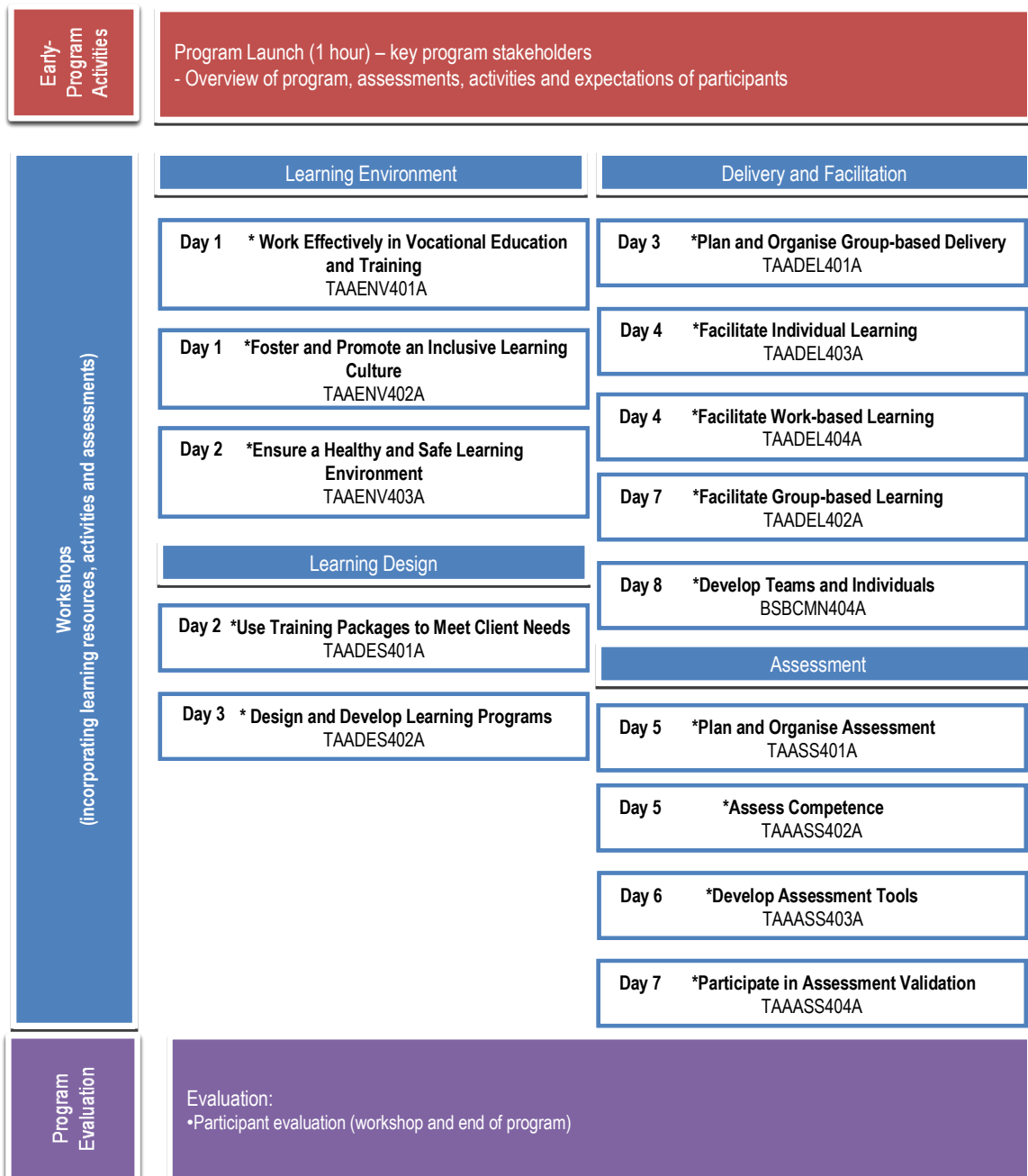
This program will provide participants with the ability to:

- > Manage, guide, facilitate and monitor the learning process and to provide meaningful learning experiences.
- > Understand adult training principles.
- > Deliver best practice training and assessment.

### 3. Program Model



## Locher Human Resources CERTIFICATE IV IN TRAINING AND ASSESSMENT (TAA40104)



## 4. Program Delivery

An innovative model to ensure a cross section of adult learning techniques are applied which will ensure there is strong behavioural development and change amongst the participants will be engaged. The program will incorporate a range of creative tools to inspire, challenge and support training and assessment skills amongst the participants. The program incorporates elements, which will encourage self-management of the learning.

Integrated Competency development is a suggested format for learning and assessment of the identified competencies. This format will engage participants, allow for dissemination of information and knowledge and facilitate the process of workplace application. A culmination of activities will integrate the formal and informal processes of learning. The suggested methodologies include workshops, learning activities, and presentations.

To enable the participants to engage in workplace projects that address both the competencies and provide value back to the organisation it is suggested that the competencies are clustered to facilitate this integration.

Facilitated by challenging, subject matter experts who will empower the participants to shift their thinking and understanding as it relates to being an organisational trainer, this program will enable participants to lift their level of performance.

The following model explains the Certificate IV in Training and Assessment, the individual modules and how they are grouped together in clusters.

## NATIONALLY ACCREDITED MODULES

### The Learning Environment

- > Work effectively in vocational education & training TAAENV401A\*
- > Foster & promote an inclusive learning culture TAAENV402A\*
- > Ensure a safe & healthy learning environment TAAENV403A\*

### Learning Design

- > Use training packages to meet client needs TAADES401A\*
- > Design and develop learning program TAA DES402A

### Delivery and Facilitation

- > Plan & organise group based delivery TAADEL401A
- > Facilitate group based learning TAADEL404A
- > Facilitate individual learning TAADEL403A\*
- > Facilitate work-based learning TAADEL404A\*
- > Develop teams and Individuals BSBCMN404A

### Assessment

- > Plan and organise assessment TAAASS401A
- > Assess competence TAAASS402A
- > Develop Assessment tools TAAASS403A\*
- > Participate in assessment validation TAAASS404A\*

\* denotes bridging modules for participants with an older qualification

## LEARNING AND ASSESSMENT STRATEGY

We propose an innovative model to ensure a cross section of adult learning and assessment techniques are applied through the program. This will ensure there is strong behavioural development and change amongst the participants. The program will incorporate a range of creative tools to inspire, challenge and support management growth amongst the participants.

Locher has adopted Integrated Competency development as the format for assessment of the competencies. We believe this format engages participants, allows for dissemination of information and knowledge and facilitates the process of workplace application. Locher believes that a culmination of activities will integrate the formal and informal processes of learning and will ensure appropriate meaningful activities are developed to ensure the participants and the organisation receive value out of the workshops.

The suggested methodologies for the application activities could include case study analysis, small group presentations, solving workplace problems, role-plays, practical observations, work based projects and oral assessment. Each unit will have a series of activities which will take place within the training environment.

## LEARNING & ASSESSMENT SUPPORT ACTIVITIES

Determining competency achieved is the individual piece associated for accredited programs. It is critical that each person demonstrates the level of competence required for the performance criteria's in order for Locher to issue either the Statement of Attainment or the Qualification. **Some individuals may require extra assistance** to achieve competency and the following mechanisms are provided by Locher when this assistance is required.

### ***Catch Up Sessions – Missed Workshops***

The Learning and Assessment Strategy for the Certificate IV in Training and Assessment is heavily underpinned by the facilitated workshops. All units of the program have activities within the workshop that contribute towards assessment for the unit of competency. In the case that individuals miss sessions due to holidays or illness a make up session can be coordinated. The intent of the make up session is to provide the learner with the content and context for the day as well as the opportunity to participate in the assessable activities.

#### ***Facilitated catch up session***

In most instances a make up session for a maximum of 3 participants can be conducted in a 2-3 hour period. This session will be conducted by the program facilitator and will cover the learning and assessment activities that were conducted during the full day workshop. In most instances the participant will be required to complete additional assessment activities that were not covered in the catch up session and these to the facilitator at an agreed date for assessment. The fee for a facilitated catch up session is \$495.00 per 3 hours.

#### ***Online catch up session***

The Certificate IV in Training and Assessment core units and a selection of elective units are available for participants to complete an online/blended catch up session if they are unable to attend a workshop during the program. A maximum of one catch up session can only be completed using this learning and assessment strategy per participant during the course of the program. The participant will be required to complete a variety of online activities and assessment and further learning and assessment activities from the Learner Guide for the unit of competency they are undertaking. All assessment activities need to be submitted to the facilitator at an agreed date for assessment. The fee for an online catch up session is \$195.00.

## 5. Program Investment per Participant

Certificate IV in Training and Assessment will be completed by attendance of class room workshops and including non-contact time. Completion of the full Certificate includes the following:

**Includes:**

- > Workshops Clusters:
  - *Learning Environment*
  - *Learning Design*
  - *Delivery and Presentation*
  - *Assessment*
- > Accreditation
- > Evaluation
- > Certificate issuance

**Total Fee: \$3,700.00**

*\*Government incentives of up to \$4,000 may apply for the Certificate IV TAA qualification, dependant on eligibility criteria.*