

Public Program 2010 Certificate IV in Training and Assessment TAA40104 “Fast Paced”

DATE & TIME	UNIT	ELEMENTS	VENUE	STAKEHOLDERS
Day 1 9am – 5.00pm	<p>AM Workshop: Work effectively in vocational education and training TAAENV401A</p> <p>PM Workshop: Foster and promote an inclusive learning culture TAAENV402A</p>	<ul style="list-style-type: none"> > Work within the vocational education & training policy framework > Work within the training and/or assessment organisation's quality framework > Manage work and work relationships > Demonstrate a client-focused approach to work > Practice inclusivity > Promote and respond to diversity > Develop and implement work strategies to support inclusivity > Promote a culture of learning > Monitor and improve work practices 	TBA	All participants Locher
Day 2 9am – 5.00pm	<p>AM Workshop: Ensure a safe and healthy learning environment TAAENV403A</p> <p>PM Workshop: Use training packages to meet clients' needs TAADES401A</p>	<ul style="list-style-type: none"> > Identify OHS responsibilities > Identify hazards in the learning environment > Assess risks in the learning environment > Develop and implement actions to ensure the health safety and welfare of learners and/or candidates > Provide appropriate OHS requirements to learners and/or candidates > Monitor OHS arrangements in the learning environment > Define the basis for using Training Package/s and accredited courses > Analyse and interpret the qualifications framework > Analyse and interpret competency standards and accredited modules for client application/s > Contextualise competency standards and accredited 	TBA	Participants Facilitator Michael El'Helou

DATE & TIME	UNIT	ELEMENTS	VENUE	STAKEHOLDERS
Day 3 9am – 5.00pm	AM Workshop: Design and develop learning programs TAADES402A PM Workshop : Plan and organise group based delivery TAADEL401A	<ul style="list-style-type: none"> > Define the parameters of the learning program in consultation with the client/s > Generate options for designing the learning program > Develop the learning program content > Design the structure of the learning program > Review the learning program > Define the parameters of the learning program in consultation with the client/s > Interpret the learning environment and delivery requirements > Prepare session plans > Prepare resources needed for deliver 	TBA	Participants Facilitator Michael El’Helou
Day 4 9am – 5.00pm	AM Workshop: Facilitate individual learning TAADEL403A PM Workshop: Facilitate work based learning TAADEL404A	<ul style="list-style-type: none"> > Identify individual learning facilitation requirements > Establish the learning/ facilitation relationship > Maintain and develop the learning/facilitation relationship > Close and evaluate the learning/facilitation relationship > Establish an effective work environment for learning > Develop a work based learning pathway > Implement the work based learning pathway > Monitor learning and address barriers to effective participation > Review the effectiveness of the work based learning 	TBA	Participants Facilitator Michael El’Helou

DATE & TIME	UNIT	ELEMENTS	VENUE	STAKEHOLDERS
Day 5 9am – 5.00pm	<p>AM Workshop: Plan and organise assessment TAAASS401A</p> <p>PM Workshop: Assess competence TAAASS402A</p>	<ul style="list-style-type: none"> > Determine focus of assessment > Prepare the assessment plan > Contextualise and review assessment plan > Organise assessment arrangements > Establish and maintain the assessment environment > Gather quality evidence > Support the candidate > Make the assessment decision > Record and report the assessment decision > Review the assessment process 	TBA	Participants Facilitator Michael El’Helou
Day 6 9am – 5.00pm	<p>Workshop: Develop assessment tools TAAASS403A</p>	<ul style="list-style-type: none"> > Determine the focus of the assessment tool > Determine assessment tool needs > Design and develop assessment tools > Review and trial assessment tools 	TBA	Participants Facilitator Michael El’Helou
Day 7 9am – 5.00pm	<p>AM Workshop: Participate in assessment validation TAAASS404A</p> <p>PM Workshop: Facilitate group-based learning TAADEL402A</p>	<ul style="list-style-type: none"> > Prepare for validation > Contribute to validation process > Contribute to validation outcomes > Establish an environment conducive to group learning > Deliver and facilitate training sessions > Demonstrate effective facilitation skills > Support and monitor learning 	TBA	Participants Facilitator Michael El’Helou
Day 8 9am – 5.00pm	<p>Workshop: Develop teams and individuals BSBCMN404A</p>	<ul style="list-style-type: none"> > Determine development needs > Develop individuals and teams > Monitor and evaluate workplace learning 	TBA	Participants Facilitator Michael El’Helou

*NB – Timeline is subject to change dependent on number of enrollments.