

CERT IV IN TRAINING & ASSESSMENT



The Sir Zelman Cowen Centre, Victoria Law School introduces the Certificate IV in Training and Assessment customised for trainers to the legal and justice sector.

The TAA40104 Certificate IV in Training and Assessment is the current industry benchmark for anyone responsible for competency-based training and professional development program design, development, delivery and assessment.

This qualification is mandatory for delivering accredited Vocational Education (VE) qualifications but more importantly it provides the necessary knowledge and skill to deliver any high quality workplace education. Legal Professional CPD is the mechanism for ensuring that the profession maintains a high standard of ethical and professional service.

This course is designed to accredit participants as qualified trainers within a customised learning environment that addresses the challenges of delivering training in the legal and justice sector. Many current trainers have subject matter expertise and experience but do not necessarily have the skills to deliver training that informs work practices of participants effectively. The majority of providers of CPD don't work in accredited VE programs but the objectives are the identical – high quality and effective workplace education. The Certificate IV is the nationally recognised minimum educational standard for workplace educators.

The course is delivered with a great deal of flexibility and choice, recognizing that the majority of participants have busy professional and personal lives. It is delivered as a mixture of face to face days; predominantly self paced learning and interactive online discussions with other participants.

Course structure

To gain the full qualification you will need to complete 14 units of competency, consisting of 12 core units and 2 elective units. These have been grouped as five learning modules to efficiently cover similar learning outcomes and to support co-assessment of units.

The program comprises a one day workshop at the commencement of the program followed by self paced study supported by a tutor and then completion of face to face assessment at a one day workshop at the end of the course. The assessment workshop can take place when the student believes they are ready to complete the qualification.

Participants are inducted into the program at the initial workshop by the course facilitator ensuring that a full understanding of program and requirements to achieve the certificate qualification. These workshops will also provide you with an opportunity to discuss topics and practice your training and assessing skills. The course is designed to ensure that the information and learning we believe is best undertaken face to face will occur at this workshop.

When you enroll you will be allocated a start up workshop and class group. Your class group will attend the same start up workshop. The class group will be allocated a tutor they will meet and work with at the workshop to ensure a good start to this important relationship.

You are able to undertake the course at a pace that suits your work and personal commitments. You will be asked to select a study schedule to give you a framework for your study and assessment.

Duration

There are three different study schedules: 3 months, 6 months or 12 months. There are multiple start up dates scheduled each year. Organizations can negotiate a specific start up date for a group of employees or a customized program. Required online discussion activities are scheduled on a regular basis. If a participants circumstances change the course coordinator can alter the class group and study schedule.

Location

Participants are enrolled as students of Victoria University, workshops are held at the Queen Street campus in the city and students can access the library, sports facilities and other student services and facilities. If required participants can access tutors at the campus. Participants will require the use of a computer connected to the internet to undertake this course successfully.

Melbourne CBD

Sir Zelman Cowen Centre
Victoria University
Level 2, Room 2.10
295 Queen Street

Sydney city on the water

Suite 31 – Upper Deck,
Jones Bay Wharf,
26 – 32 Pirrama Road,
Pyrmont

Other locations to be advised

Cost

Participants can enrol in the entire course or by learning module. The learning modules comprise of two or three units of competency.

\$1150.00 for the qualification comprising 14 units of competency

\$295.00 for a single learning module

Learning and assessment activities

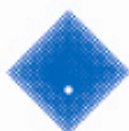
You will be asked to complete a range of assessment activities that will require you to apply the knowledge and skills gained through the course into either a real work site or simulated work-based training and assessment situation. A typical unit comprises readings, research and related practical activities, online discussion and an assessment activity. Assessment activities are a combination of short reports that demonstrate your understanding and the submission of practical training and assessment tools that you have developed. Many participants are already involved in training and professional development and are encouraged to use their experience and existing materials.

Participants will learn how to develop and apply training and assessing skills to the workplace.

The topics in our program will enable you to:

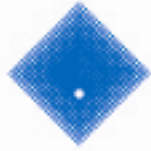
- analyse the training needs of others and tailor the training to meet their needs
- understand how the national training systems works
- prepare effective training plans
- develop group facilitation skills and provide effective training
- improve your communication skills
- become more effective in delivering your message
- plan and conduct assessment
- review training and assessment
- provide and monitor OH&S when facilitating on and off the job training sessions

**SIR ZELMAN
COWEN
CENTRE**



**VICTORIA
UNIVERSITY**

**A NEW
SCHOOL OF
THOUGHT**



Certificate IV in Training and Assessment

Legal and Justice Sector

Semester one 2010 program

Registration

Victoria University ABN 83 776 954 731

CRICOS Provider Number 00124K

Select the start up class group and indicate your intended study schedule

Select	Workshop 1	Location	3 month	6 month	12 month
<input type="checkbox"/>	Nov 13th	Melbourne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dec 4th	Melbourne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dec 11th	Sydney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Feb 12th	Melbourne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	March 12th	Sydney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	March 26th	Brisbane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	April 16th	Adelaide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	April 23rd	Melbourne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	May 7th	Sydney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	June 18th	Perth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	June 25th	Melbourne	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name: _____

Address: _____

Postcode: _____

Tel (Work): _____

Tel (Mobile): _____

Email (Please print): _____

Please note: Full payment must accompany application form

I enclose a bank cheque/money order for \$..... made payable to Victoria University
(personal cheques will not be accepted) **OR** Please debit my Visa / Mastercard (please circle) - *Sorry, we do not
accept American Express Cards*

Card Number: _____

Expiry Date: _____

Amount: _____

Name on Card: _____

Signature: _____

Email, fax or post your application to:

Attention: Michelle Vesty

Australian Immigration Law - Sir Zelman Cowen Centre - Victoria University

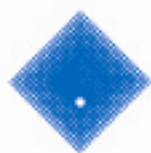
PO Box 14428, MELBOURNE VIC 8001

E immlaw@vu.edu.au F +61 3 9919 1817

T +61 3 9919 1810

WWW.VU.EDU.AU/SZCC

**SIR ZELMAN
COWEN
CENTRE**



**VICTORIA
UNIVERSITY**

**A NEW
SCHOOL OF
THOUGHT**