

TAE40116 Certificate IV in Training and Assessment

Healthy Business Training Academy (HBTA) offers this qualification in partnership with Southern Grampians Adult Education (SGAE) RTO No: 20645

Under this arrangement HBTA will deliver the training and assess you and your marked assessment evidence. The assessor's results will be sent to SGAE who will then issue the qualification, once you have satisfactorily completed the course.

About this qualification:

This is a professional level program which will provide you with the skills to be proficient in all aspects of the work of a trainer and assessor.

The full TAE40116 Certificate IV in Training and Assessment requires competency in:

- a) 9 core units
- b) 1 elective units

The program is presented as an integrated and interactive program which combines workshops, webinars and personal study.

The qualification requires you to have access to a real vocational training environment in which to deliver and assess vocational units under supervision of a qualified assessor. Where you are unable to be assessed directly in a workplace (due to distance or safety considerations) alternative ways of providing the supervision will be arranged with your assessor. This can include you running webinar sessions, videorecording events, using electronic tools such as iAuditor and attendance at intensives.

Course duration:

The Australian Qualifications Framework (AQF) and the Training Package requirements are that the course be run over a period of at least six (6) months) assuming that you are involved in learning activities of around 20 hours per week or up to one (1) year if completing part time in learning activities of around 10 hours a week. HBTA does not apply cut off dates but you must inform us if you wish to extend your study period for any reason.

These time periods may be reduced if you are able to offer evidence of prior learning related workplace training experience or credit transfers that are counted towards the amount of learning required by the training program. An example of this may be:

- trainers who have attained the Enterprise Trainer Skills Set, the Enterprise Trainer and Assessor Skills Set or the Assessor Skills Set which enables them to transfer credit

Each application is through a conversation with an assessor and completion of the Pre-enrolment questionnaire which will enable us to determine an appropriate amount of learning to meet your needs.

You will also be asked to complete a Statutory Declaration regarding the authenticity of all assessment evidence you offer in your training or for RPL.

Enrolment:

Please complete the attached SGAE enrolment form and return it to HBTA with the fees remittance, declaration form and unit and course selection form (pages 3-6 of this form only).

Posting it to	Emailing it to
Student Administration Healthy Business Training Academy PO Box 217, Helensvale QLD 4212	admin@hbta.edu.au

Confidentiality and Privacy:

Your information is kept confidential with HBTA and our Privacy Policy (available from the Head Office) describes how we use the information you give us.

We do not disclose your information to a third party except as required by:

- ASQA auditors who monitor that we comply with their regulations
- designated trainers and assessors for the purposes of your training

Should an external body, such as another training organisation wish to verify your qualifications, they must give us your written permission for this information to be released.

Fees and charges:

The schedule of fees is given on page 3.

All fees quoted on this form are GST-free. HBTA does charge GST for some services not listed on this enrolment form. Please refer to the website or contact the Academy for further information.

In accordance with RTO Standards 2015, a maximum on the amount of fees able to be collected in advance is \$1500 on initial enrolment. If your fees are being paid for by your employer or another organisation they may be paid in full at time of enrolment.

To comply with the standards, you would then pay instalments so that at no time would we hold fees of \$1500 in advance. However, all fees must be paid as agreed and all must be paid before a qualification can be issued,

A fourteen (14) day cooling off period applies to all enrolments. However, if you commence training or submit assessment evidence in this time you are deemed to have agreed to a contract of training and the cooling off period is voided.

Fees are held in reserve until the cooling off period has passed. Please refer to www.hbta.edu.au/policy/refund for the special conditions that apply to payments in advance for workshops where withdrawing from the enrolment may incur penalties if within seven days of scheduled starts.

HBTA operates under a Refund Policy (STU-POL-002 Refund of student fees) this is supplied in our information kit. A summary is available at www.hbta.edu.au/policy/refund.html or by contacting HBTA via email (admin@hbta.edu.au), phone (0475 432 129) or Skype ([amy.boleszny](https://www.skype.com/en/contacts/amy-boleszny)). We recommend that you retain a copy current at the time of your enrolment since that version of the policy shall apply for the life of your enrolment

Copies of our student manual can be obtained from the web site <http://www.hbta.edu.au/policies.html>

Note that the Skills Sets determined in the Training Package are on a separate form. Please contact HBTA via email (admin@hbta.edu.au), phone (07 5502 6662) or Skype ([amy.boleszny](https://www.skype.com/en/contacts/amy-boleszny)) to request a copy of the correct form if you are uncertain which one to use.

The RPL Information Kit provides you with the opportunity to identify the evidence being supplied. This Kit is available from HBTA either on CD or in printed form. When considering a claim for RPL / RCC, please note that if you are unsuccessful in your RPL application, this fee is counted towards your enrolment in any gap training or full training programs for this qualification.

If necessary, contact HBTA on (07) 5502-6662 for clarification of any enrolment issues you may have.

Fees Remittance

All fees are inclusive of enrolment costs, tuition, assessment and learning resources.

Program		Total	
TAE40116-f	Self-paced + mentoring / practical workshops	\$3,300	<input type="checkbox"/>
TAE40116-w	10 Day workshop + self-paced + mentored learning	\$3,300	<input type="checkbox"/>
TAE40116-c	Corporate price RPL gap training (8 plus applicants)	POA	<input type="checkbox"/>
TAE40116-r	Recognition (RCC & RPL) not requiring gap training	\$1500	<input type="checkbox"/>
TAE40116-g	Recognition (RCC & RPL) requiring gap training (capped)	\$2,200	<input type="checkbox"/>
TAE40116-u	Credit transfer of units from TAE40110 (will require upgrade of TAEASS401-403 as detailed below.	\$150	<input type="checkbox"/>
TAE40116-a	Upgrade of TAEASS401_403 required to transition from TAE40110	\$350	<input type="checkbox"/>
TAELLN411	Required for upgrade of TAE40110 unless TAELLN401A held	\$300	<input type="checkbox"/>
TAEASS502	Required for upgrade of TAE40110 unless TAEASS502B held	\$350	<input type="checkbox"/>

Payment details

Cheque / Money Order BPay Post BillPay
 Direct Deposit to HBTA (Commonwealth: BSB 064-474; A/c #: 1058 2382)
 Visa MasterCard

Name on Card _____

Card Number _____ / _____ / _____ / _____

Expiry ____ / _____ Card Check value _____

I. Please indicate to whom the Tax Receipt is issued

Invoice/Receipt to candidate

Signature _____

Date _____

Invoice/Receipt to employer (employer's authorisation required)

Organisation _____

Postal address _____

Supervisor's Name _____

Signature _____

Date _____

c)

- d) *Instalments and study loans*
- e) *Students may pay by instalments provided that all fees are paid before the qualification is completed.*
- f) *All fees paid in advance, which are more than \$1500, must be paid by instalments.*
- g) *We are partnered with a regulated finance company which can provide access to study loans at lower cost than bank or general credit agencies. For more information, ask us for a brochure or visit their web site: www.studyloans.com.au*

Mandatory pre-enrolment criteria check

The following requirements required to ensure that candidates meet these minimum requirements before enrolling. If you have any questions or concerns regarding these requirements, please contact the Academy on (07) 5502 6662.

Pre-enrolment questionnaire and Statutory Declaration

In addition, you are required to complete the attached Pre-enrolment questionnaire in order to ensure that you are offered an appropriate amount and method of training, taking into account your current skills and experience in a training environment.

We also require you to complete the statutory declaration regarding the authenticity of assessment evidence submitted, either for RPL or course work.

Question 1: Language and Literacy skills

Candidates must have a sound grasp of written and verbal English.

Do you have at least a Year 10 standard in verbal and written English?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have at least a Year 10 standard in mathematics?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

If you feel you do not, please contact the office as some pre-enrolment assistance can be provided. We are also able to refer you to external sources of assistance if needed.

Question 2: Technology Skills

Some of the units require you to complete work using computers to create documents, research the internet and source reference materials. Some course content is also provided by webinars.

Do you have at least basic familiarity with computers?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have access to the Internet?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Do you have access to MS Word, MS PowerPoint or similar applications?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Can you use these applications to create documents, incorporating tables and graphics?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Can you use these applications to complete templates?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Internet access is available at various prices from public libraries and internet cafés. An assessor may be able to help you with basic functions in mentoring sessions.

Question 3: Vocational competencies

Applicants are also expected to have vocational competency prior to enrolling in this course. You will be required to facilitate training sessions and conduct competency-based assessment as part of your course work.

Please describe your vocational competencies and how recently it was demonstrated/used:

The Academy can assist applicants with identifying vocational competencies where necessary. Testamurs are not required since many skills are gained through other means. If in doubt, contact us.

Declaration

- I have read and understood the information provided above, the refund policy and the notes attached to all parts of this enrolment form. By signing the form below, I agree to abide by all relevant policies and procedures of HBTA and SGAE. I understand that my enrolment is accepted under the conditions of payment as set out in the Information Kit, the associated documents and on this form.
- I understand that a selection of **BPay** or **Post BillPay** will result in HBTA issuing an invoice for prompt payment. I understand that, if I select either of these options, my enrolment will not be confirmed until my payment is processed. I understand that late fees do not apply to my enrolment.
- I understand that selecting a **credit card payment** will result in HBTA processing the transaction using MYOB online Credit Card processing facilities. I understand that these use high security protocols and that my details are kept confidential at all times. I understand that HBTA will not charge an additional fee for using this method. By signing the form above, I authorise HBTA to process my payment.
- I understand that a third party (e.g. employer) may be issued the tax invoice if they wish to pay my fees. In this case, I will provide HBTA with a **purchase order or a letter** confirming that the third party will pay for my enrolment. Employers or other authorised third parties may pay the fees in full.
- I understand that my details are kept in strictest confidence at all times and that I will receive a copy of the Privacy Policy upon request.
- Where I am completing training through a corporate training arrangement, traineeship or similar arrangement, I authorise Healthy Business Training Academy to inform my employer of my progress.
- I hereby authorise Healthy Business Training Academy to contact third parties I list in my application, and referees to verify any qualification I offer as RPL evidence or confirm statements I make as to my skills and experience.
- All information supplied by me is true and correct. I understand that my enrolment may be cancelled if I make false statements on this form. I also understand that this may affect any refund claims.

Signature		Date	
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II. Course enrolment or RPL application in TAE40116

Core units: competency in all 9 is required

W = Workshop
Transfer

D = Self paced or online

R = RPL or Credit

Code	Title	W	D	R
TAEASS401	Plan assessment activities and processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAEASS402	Assess competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAEASS403	Participate in assessment validation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAEASS502	Design and develop assessment tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAEDEL401	Plan organise and deliver group-based learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAEDEL402	Plan, organise and facilitate learning in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAEDES401	Design and develop learning programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAEDES402	Use Training Packages and accredited courses to meet client needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAELLN401	Address language, literacy and numeracy skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group A Elective Units: select 1 from this list

Code	Title	W	D	R
TAEDEL301	Provide work skill instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAEDEL403	Coordinate and facilitate distance-based learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAEDEL404	Mentor in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAEDEL501	Facilitate e-learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBCMM401	Make a presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group B Elective Units: These may be taken as professional development or 1 may be included as an alternative to the elective units in group A.

N/A indicates that the unit is not yet available in workshops or distance learning.

Code	Title	W	D	R
TAETAS401	Maintain training and assessment information	N/A	N/A	<input type="checkbox"/>
BSBAUD402	Participate in a quality audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBLED401	Develop teams and individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BSBMKG413	Promote products and services	N/A	N/A	<input type="checkbox"/>
BSBREL402	Build client relationships and business networks	N/A	N/A	<input type="checkbox"/>
BSBRES401	Analyse and present research information	N/A	N/A	<input type="checkbox"/>

- a) **DO NOT** use this enrolment form to enrol in a **Skills Sets or individual units** We have separate enrolment forms for these.
- b) We may defer a workshop where we have less than 4 people enrolled for a class unless these can be accommodated by webinars, mentoring and self-paced learning or to combine with other groups to meet the requirements of 8 participants for demonstration of delivery skills.