

TAE Training and Assessment

You get to do it your way!

Our training programs are student-centred, interactive, creative, intuitive and enjoyable to give you the best experiential learning activities we can create, based on:

- I hear and I forget
- I see and I remember
- I do and I understand

With HBTA you get to choose training options:

- custom designed qualifications using the full range of available electives
- the ability to select additional electives for an 'add-on' Statement of Attainment
- professional development programs
- non-accredited corporate training
- Recognition of Prior learning to validate skills already acquired
- Short courses to augment TAE40110 or to upgrade to TAE40116.

With a choice of participation methods:

- mentored one-on-one flexible learning
- mentored on-job training
- workshops
- corporate groups (your venue or ours)
- small group webinars

With these great advantages:

- enrolment at any time
- study plans to suit personal time availability
- progress at your own pace*
- Installment payment options and access to commercial study loans
- corporate group and valued client discounts
- *Normal progression rules apply. Please see the Student Manual on our web site.*

This is a professional level qualification, designed to replicate work you do in your workplace, that will take at least 6 months for novice learners to complete. It may be supported by mentoring, attendance at webinars and Skype tutoring .

In completing this qualification you are required to read from a number of sources, carry out basic research and work projects.



**Healthy Business
Training Academy**

RTO: 3083 I

The resources you receive

Self-paced distance courses:

If you are confident that you can complete the course on your own, you will be provided with the electronic resources (the e-learning you can do without the internet hassles).

The program is organised in 'Learning Bites' which are topics that follow the journey trainers and assessors make from initial planning to working with their own students.

The interactive learning is 'driven' by a full colour, hyperlinked Study Guide which will allow you to explore different course contents:

- PDF files of the course PowerPoints which provide an easy to follow introduction to each topic
- links to one of the 3 'Magic' e-books which explain the theories and techniques in simple and practical ways
- hyperlinks to the assessment manual and individual task templates
- hyperlinks to interesting and essential sources of external documents and web sites

Workshop courses:

You will be given a Flipped Learning Guide so that you can prepare for, and follow, the workshop program.

Flipped Learning means less time being taught theory and more time in the classroom being taught the practical aspects of the job of trainer and assessor.

You will be given a hard copy of the Study Guide and the Assessment Manual, plus the Interactive study materials.

Assessments can be sent in by email, on USB or by Drop Box.

Practical Skills Demonstrations

All of the delivery units require practical demonstrations of conducting delivery sessions and assessments with groups of real VET learners, in industry training or RTOs. TAELLN411 also requires access to real VET learners,

This can be through:

- demonstrations in classrooms
- delivery of training and conducting assessment in your own workplace or in industry
- individual skills coaching and mentoring sessions using Skype video contacts with your assessor
- video recordings of sessions in the workplace or in community settings
- recognition evidence (portfolio) verified by references and learner feedback

Discuss your options with your us before you enroll.

TAE40116 Certificate IV in Training and Assessment

10 competency units are required for award of this qualification, including:

- 9 core units
- 1 elective unit

Fees: Prices are inclusive of administration fees and learning resources

| Code | Mode | Fee |
|------------|----------------------------------------------------|-----------------------------|
| TAE40110-f | Self-paced + mentoring / practical workshops | \$3,300.00 |
| TAE40110-r | Recognition (RCC & RPL) not requiring gap training | \$1,500.00 |
| TAE40110-g | Recognition (RCC & RPL) requiring gap training | \$2,200.00 |
| TAE40110-c | Corporate rate | \$POA (6 plus participants) |

Recognition of Prior Learning (RPL) is offered to all applicants. We also discuss your training needs before you enroll to help you choose the most appropriate electives and study choices.

Core Units: All must be taken

| Code | Title | Hours |
|-----------|-------------------------------------------------------------------|-------|
| TAEASS401 | Plan assessment activities and processes | 20 |
| TAEASS402 | Assess competence | 15 |
| TAEASS403 | Participate in assessment validation | 20 |
| TAEASS502 | Design and develop assessment tools | 30 |
| TAEDES401 | Design and develop learning programs | 30 |
| TAEDEL402 | Plan, organise and facilitate learning in the workplace | 25 |
| TAEDES401 | Design and develop learning programs | 50 |
| TAEDES402 | Use Training Packages and accredited courses to meet client needs | 25 |
| TAELLN411 | Address language, literacy and numeracy skills | 30 |

Elective Units: 3 must be chosen

| Code | Title | Hours |
|-----------|---------------------------------------------------|-------|
| TAEDEL301 | Provide work skills instruction | 30 |
| TAEDEL403 | Coordinate and facilitate distance-based learning | 30 |
| TAEDEL404 | Mentor in the workplace | 30 |
| TAEDEL501 | Facilitate e-learning | 50 |
| TAETAS401 | Maintain training and assessment information | 40 |
| BSBAUD402 | Participate in a quality audit | 40 |
| BSBLED401 | Develop teams and individuals | 40 |
| BSBCMM401 | Make a presentation | 30 |
| BSBMKG413 | Promote products and services | 40 |
| BSBREL402 | Build client relationships and business networks | 50 |
| BSBRES401 | Analyse and present research information | 40 |

Contact us:

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TAEASS402, TAEDEL301, TAEDEL402 and TAELLN411 require that you have access to real VET learners. These can be learners in industry training or RTOs but they must be real people, not case studies.

We give you a pre-enrolment questionnaire to complete in order to design the right amount of training for you and to ensure that your chosen study option is appropriate.

In order to ensure course progress happens smoothly, send in your assessments as you complete each topic so that we can give you feedback to assist you with your learning.