The Certificate IV in Training and Assessment is the current industry standard and nationally recognized qualification for trainers and assessors who are delivering training and assessment in the vocational education sector. This course is mandatory for anyone wishing to be a trainer in the vocational education sector.

**Delivery and Assessment**

Location: Courses will be held at VIT Level 14, 123 Queen Street Melbourne 3000

Modes: Face-to-face, classroom based and self-paced study

Assessment includes some work-based projects.

**This course is suitable for**

any person wishing to advance their career as an Enterprise Trainer, Enterprise Assessor, Registered Training Organisation (RTO) Trainer, RTO Assessor, Vocational Education Teacher and Training Adviser or Training Needs Analyst.

**Entry Requirements**

Australian Year 12 or equivalent, or a demonstrated English language, literacy and numeracy ability to succeed in the course. This may be ascertained by an interview or written test if required.

Applicants must be a minimum of 18 years of age.

This program requires a high level of commitment and as such, is better suited to people with some training experience. Basic computer skills including word processing, PowerPoint presentation and internet use are essential. A high level of proficiency in English is required to understand and complete this course.

**Four Reasons to Start Training Today**

- Develop better skilled employees
- Staff training equals better staff retention
- Gain access to industry knowledge and standards
- Government funding and incentives are now available (subject to eligibility)
**Learning Pathways**

After achieving TAE40110 - Certificate IV in Training and Assessment, candidates may undertake: TAA50104 Diploma of Training and Assessment, or may choose to undertake TAE70110 Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice.

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**Why Choose VIT?**

- **In-house training facilities**
- **Flexible delivery** – suits your business needs
- **Quality training** outcomes since 1998
- **Experienced** industry trainers
- **We assist you** with Government funding eligibility paperwork

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**VIT Testimonials**

“Excellent trainer thoroughly enjoyed the course. Was well paced and time went quickly. Appreciated being able to complete some projects as a group in class, venue convenient and all facilities required were available”

Christine Gibson

“Very good relationships developed from the beginning. Staff members have been fantastic even before commencement of the course. They made my time in class informative and pleasurable”

Michael Green

“Very well structured course. I have got a lot out of this course and I look forward to putting my new skills and knowledge to work”

Melissa Carr

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**Course Units**

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<th>Design</th>
<th>Use training packages and accredited courses to meet client needs</th>
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<tr>
<td></td>
<td>Analyse and apply sustainability skills to learning programs</td>
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<tr>
<td>Delivery</td>
<td>Address adult language, literacy and numeracy skills</td>
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<tr>
<td></td>
<td>Provide work skill instruction</td>
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<td>Plan, organise and deliver group-based learning</td>
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<tr>
<td>Assessment</td>
<td>Plan, organise and facilitate learning in the workplace</td>
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<td>Plan assessment activities and processes</td>
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<td>Assess competence</td>
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<td>Participate in assessment validation</td>
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Units are subject to change.

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**Government Funded Training**

This training is delivered with Victorian and Commonwealth Government funding. **Eligibility criteria apply.**

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**Contact**

Email: info@vit.edu.au  
Phone: (03) 9670 7848  
Fax: (03) 9670 7849

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**Recognition of Prior Learning (RPL) and Credit Transfer (CT)**

Students have an option to apply for RPL or CT based on their previous qualifications, knowledge and experience.