



TAE40116 CERTIFICATE IV IN TRAINING & ASSESSMENT

Enrolment Application
Kit 2023

www.pivot.edu.au

Enrolments:
admin@pivot.edu.au

Enquiries:
enquiries@pivot.edu.au

(08) 9221 1803
RTO code: 51586

PROGRAM STRUCTURE & CONTENT

The **TAE40116 Certificate IV in Training and Assessment** is the industry standard qualification for those who deliver and assess training.

This qualification will provide participants with the skills, knowledge, and confidence to deliver interesting and informative training sessions to groups and individuals, navigate the Australian training system and undertake competency-based assessments against any benchmark or standard.

The TAE40116 Certificate IV in Training and Assessment reflects the role of individuals who are engaged in delivering training and assessment services in the Vocational Education and Training (VET) sector. This qualification (or the skill-sets derived from units of competency within it) is also suitable for those engaged in the delivery of training and assessment of competence in a workplace context.

Students may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in training and assessment functions.

The program is delivered in three clusters. We recommend starting with learning design cluster to get the big picture of the VET sector, chat with one of our trainers if the dates don't work for you. The workplace assessor and train the trainer clusters can be completed in any order and don't need to be completed in consecutive months.

COURSE BREAKDOWN AND DATES

LEARNING DESIGN

- TAEDES401 - Design and Develop Learning Programs
- TAEDES402 - Use Training Packages and Accredited Courses to Meet Client Needs
- TAEELN411 - Address Adult Language, Literacy and Numeracy Skills

20th – 24th February 2023
29th May - 2nd June 2023
31st July - 4th August 2023

6th -10th November 2023
4th - 8th December 2023

TRAIN THE TRAINER

- TAEDEL301 - Provide Work Skill Instruction
- TAEDEL401 - Plan, Organise and Deliver Group-Based Learning
- TAEDEL402 - Plan, Organise and Facilitate Learning in the Workplace

13th – 17th March 2023
1st - 5th May 2023
19th - 23rd June 2023

28th August - 1st September 2023
2nd - 6th October 2023
20th - 24th November 2023

WORKPLACE ASSESSOR

- TAEASS401 - Plan Assessment Activities and Processes
- TAEASS402 - Assess Competence
- TAEASS403 - Participate in Assessment Validation
- TAEASS502 - Design and Develop Assessment Tools

6th – 10th February 2023
20th - 24th March 2023
15th - 19th May 2023

17th - 21st July 2023
4th - 8th September 2023
16th - 20th October 2023



DELIVERY MODES

Pivot is dedicated to delivering this qualification to participants with the flexibility to choose delivery methods to meet their individual needs. We aim to tailor each learning experience to deliver training that best suits you!

VIRTUAL ATTENDANCE- HYBRID DELIVERY

Here at The Pivot Institute, we are leaders in the field with our new hybrid delivery model. This model gives participants the choice of attending our facilitated classroom sessions either virtually via Zoom, or in person at our Osborne Park training room.

Upon enrolment, you will be set up on the Pivot Online Learning System (POLS). This platform provides students with the content, resources, and assessments necessary to complete the course. Printed learner's guides, assessment material, a personalised training Roadmap, and all relevant supporting resources are provided and posted to students. Our industry-leading facilitators will guide you through the concepts necessary to complete your course work.

Please note: Face-to-face attendance is subject to availability and maximum numbers. You will be required to book your class dates. These can be changed with a minimum of five business days' notice unless under exceptional circumstances.

SUPPORTED DISTANCE DELIVERY

Participants will be provided with a hard copy pack including learner's guides, an assessment booklet, a personalised training roadmap, and all relevant supporting material. In addition, access will be provided to the Pivot Online Learning System (POLS). This platform holds all the learning material, assessment requirements, and resources needed to complete the qualification. Over the phone and email coaching is available for those requiring additional support.

RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) is an assessment process that assesses your non-formal and formal learning to determine how your current skills and knowledge match the competency outcomes for the partial or full qualification. RPL must be based on evidence that can be matched against relevant units. This evidence will depend upon the unit and some evidence will go across a number of units. Your assessor must be satisfied that you have addressed all the requirements of the relevant unit before they can grant you RPL in that unit. RPL assessment at The Pivot Institute allows you to evidence your skills and knowledge through the completion of an RPL kit. Please speak to a Pivot trainer if you believe RPL is the correct pathway for you. Each enrollment entitles you to two submissions per RPL pack. If after your second submission you still are unable to meet the evidence requirement of the unit(s), you will be required to re-enrol.

ASSESSMENT METHODS



The Pivot Institute's assessments are aimed at adding value to the individual and their organisation. Assessments with The Pivot Institute are true to the units of competency but are tailored to the needs of the individual and the organisation. This means that where possible we ensure that the assessment fits into what you are doing in your workplace as part of your daily workplace activities. The result is assessment that is meaningful and valuable whilst ensuring you have the knowledge and skills as outlined in the unit of competency. Your assessments will consist of a number of tasks which will include a combination of written questions, observations, workplace projects, case studies, practical tasks, portfolio, and third-party reports.

HOW LONG WILL THE QUALIFICATION TAKE

The average time this qualification takes to complete varies significantly depending on the skills and knowledge you already hold relevant to training and assessment. If, for example, you are attending the facilitated classes and you have completed the relevant activities, you still need to allow the following suggested time* to complete the qualification.

Estimated study hours (per week)

12 Hours
6 Hours
9 Hours

Time to complete

6 months
12 months
18 months

**The AQF states that the volume of learning for a Certificate IV qualification is 0.5 - 2 years (or 600 - 2,400 hours).*

COURSE FEES

Non-funded prices _

Supported distance or virtual delivery = \$3,500

RPL = \$250 per unit

Funded prices _

Non-Concession= \$609.90*

Concession= \$273.60*

See website for indicative fees and eligibility requirements

**The student fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees.*

IS THIS THE COURSE FOR ME?

ASK YOURSELF

Do you have the required technological skills in order to undertake the program? e.g can you can navigate your way around the internet, download documents, upload files, etc.

Will you be able to access the following:
(Tick all that apply)

- 8 people to watch you train?
- 2 people you can coach?
- 5 people you can assess?
- a mentor or experienced person to support your learning journey?
- a computer (preferably a laptop), internet access, and a printer?
- two screens help when completing the workplace assessor cluster
- video equipment to record practical assessments

Have you considered recognition of prior learning? If so, then please ensure you are familiar with what it entails and the required process.

Are you aware of what your choice of program involves and do you have enough information to ensure that you are prepared and suited to the course?

Have you discussed with our team any extra information that needs to be considered for you to complete the course?

Do you have access to the appropriate practice environment that is required for the completion of the course?

Do you have any previous training and assessment qualifications? If yes, include these with your enrolment form.





ENTRY REQUIREMENTS

Name:

Date:

Before you enrol into the TAE40116 Certificate IV in Training and Assessment, you must be able to demonstrate vocational competency in your proposed teaching and assessing area.


This section gathers evidence to ensure that you meet this requirement.

Vocational competency is defined as broad industry knowledge and experience and may include, but is not limited to, holding a relevant unit of competency or qualification. Supply any evidence with your enrolment kit.

Describe briefly your current or proposed area/focus for conducting training and assessment.

Provide details of relevant vocational units of competency and/or qualification/s you hold and attach to your enrolment kit.

Provide details of your industry related knowledge and experience related to your proposed area/focus for conducting training and assessment.



LLN & DIGITAL LITERACY REQUIREMENTS

PLEASE BRIEFLY ANSWER THE FOLLOWING QUESTIONS

Why do you wish to study this program?

Do you have any concerns that might prevent you from progressing through this course?

Eg: Do you have additional learning needs?

Digital literacy is a core requirement of this course,

PLEASE COMPLETE THE DIGITAL LITERACY CHECKLIST

I can..

Yes **Sometimes** **No**

Open, rename and save documents to a USB/folder.

Set up an organised document/folder system.

Use MS Office to create documents and use features to format and reformat documents.

Implement version control processes.

Use the internet to conduct research and apply referencing protocols.

Complete and work with templates and tables in Word, referring to more than one document/source to synthesize and populate information.

Type with reasonable accuracy, speed and skill.

*Please send completed enrolment kits
and supporting evidence to:
admin@pivot.edu.au*

LANGUAGE, LITERACY & NUMERACY REQUIREMENTS

The **TAE40116 Certificate IV in Training and Assessment** requires a high levels of written and oral communication skills.

All nationally recognised qualifications have an individual level of language, literacy, and numeracy (LLN) competency that is required to be met. In order to gain an understanding of your language, literacy, and numeracy level we have included a questionnaire that is required to be completed by you on page 7.

If the required level of language, literacy, and numeracy is not met, then you will be redirected to an LLN program in order to support you as required.

You will be able to find support regarding language, literacy, and numeracy through the following organisations:

THE READING WRITING HOTLINE

www.readingwritinghotline.edu.au
info@literacyline.edu.au
1300 655 506

AUSTRALIAN COUNCIL FOR ADULT LITERACY

www.acal.edu.au
info@acal.edu.au
(03) 9546 6892

WESTERN AUSTRALIAN ADULT LITERACY COUNCIL

www.waalc.org.au
info@waalc.org.au

READ WRITE NOW!

www.read-write-now.org
readwritenow@nmtafe.wa.edu.au
1800 018 802
(08) 9427 1393

On the following page there is a questionnaire that allows us to ensure that we provide training and assessment which meet your needs.

The Pivot Institute

Enrolment Form

Please complete all details on this enrolment form.

Course: TAE40116 Certificate IV in Training and Assessment

Preferred Delivery:

Learning Design & LLN Cluster

Train the Trainer Cluster

Workplace Assessor Cluster

1. Unique Student Identifier (USI)

You may already have a USI if you have done any nationally recognised training. To check if you already have a USI, use the 'Forgotten USI' link on the [USI website](#). If you have not yet obtained a USI you can apply for it directly [here](#).

Enter your USI:										
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Personal Information

2. Details

Please write the name that you used when applying for your Unique Student Identifier (USI), including any middle names.

Family Name (Surname):			
Given Names:			
Date of Birth:			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other

Company:

3. Contact

Mobile:		E-mail:	
Work Phone:		Home Phone:	
Alternative E-mail:			
Preferred method of communication:	<input type="checkbox"/> Phone	<input type="checkbox"/> E-mail	

4. Identification

Please provide your identification number for one of the forms of identification below.

Australian Drivers Licence:		Medicare:	
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5. Address

Please provide the physical address (street number and name not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

Building /Property Name:	
Flat/Unit Details:	

Street or Lot number (e.g. 205 or Lot 118):			
Street Name:			
Suburb:			
State/Territory:		Postcode:	

6. Postal Address (if different from above)

Building /Property Name:			
Flat/Unit Details:			
Street or Lot number (e.g. 205 or Lot 118):			
Street Name:			
Suburb:			
State/Territory:		Postcode:	

Language and Cultural Diversity

7.	In which country were you born?	<input type="checkbox"/>	Australia
		<input type="checkbox"/>	Other Please specify:
8.	Do you speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often.</i>	<input type="checkbox"/>	Yes Please specify:
		<input type="checkbox"/>	No, English only
9.	Proficiency in English.	<input type="checkbox"/>	Very Well
		<input type="checkbox"/>	Well
		<input type="checkbox"/>	Not very Well
10.	Are you of Aboriginal or Torres Strait Islander origin? <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.</i>	<input type="checkbox"/>	Yes, Torres Strait Islander
		<input type="checkbox"/>	Yes, Aboriginal
		<input type="checkbox"/>	No

Education

11.	What is your highest COMPLETED school level? Tick ONE box only. <i>If you are currently enrolled this refers to the highest school level you have actually completed, not the level you are currently completing.</i> <i>For example, if you are currently in Year 10 the Highest school level completed is Year 9.</i>	<input type="checkbox"/>	Year 12 or equivalent
		<input type="checkbox"/>	Year 11 or equivalent
		<input type="checkbox"/>	Year 10 or equivalent
		<input type="checkbox"/>	Year 9 or equivalent
		<input type="checkbox"/>	Year 8 or below
		<input type="checkbox"/>	Never attended school. Go to question 14.
12.	Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No
13.	What year did you complete your secondary schooling?		
14.	Please select any qualifications that you have SUCCESSFULLY completed.	<input type="checkbox"/>	Bachelor Degree or Higher Degree
		<input type="checkbox"/>	Advanced Diploma or Associate Degree
		<input type="checkbox"/>	Diploma (or Associate Diploma)
		<input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician)

		<input type="checkbox"/>	Certificate III (or Trade Certificate)
		<input type="checkbox"/>	Certificate II
		<input type="checkbox"/>	Certificate I
		<input type="checkbox"/>	Other education (including certificates or overseas qualifications not listed above)

Disability

15.	Do you consider yourself to have a disability, impairment, or long-term condition?	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No – go to Question 17.

16.	If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list: <i>You may indicate more than one area. Please refer to the Disability supplement (available from The Pivot Institute) for an explanation of the following disabilities.</i>	<input type="checkbox"/>	Hearing/deaf
		<input type="checkbox"/>	Physical
		<input type="checkbox"/>	Intellectual
		<input type="checkbox"/>	Learning
		<input type="checkbox"/>	Mental illness
		<input type="checkbox"/>	Acquired brain impairment
		<input type="checkbox"/>	Vision
		<input type="checkbox"/>	Medical condition
		<input type="checkbox"/>	Other

17. Employment

Of the following categories, which best describes your current employment status? (Tick ONE box only) <i>For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether:</i> <ul style="list-style-type: none"> • full time (35 hours or more per week) or • part-time employed (less than 35 hours per week). 	<input type="checkbox"/>	Full-time employee
	<input type="checkbox"/>	Part-time employee
	<input type="checkbox"/>	Self employed – not employing others
	<input type="checkbox"/>	Self employed – employing others
	<input type="checkbox"/>	Employed – unpaid worker in a family business
	<input type="checkbox"/>	Unemployed – seeking full-time work
	<input type="checkbox"/>	Unemployed – seeking part-time work
	<input type="checkbox"/>	Not employed – not seeking employment

18. Reason for Study

Of the following categories, select the one which best describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)	<input type="checkbox"/>	To get a job
	<input type="checkbox"/>	To develop my existing business
	<input type="checkbox"/>	To start my own business
	<input type="checkbox"/>	To try for a different career
	<input type="checkbox"/>	To get a better job or promotion
	<input type="checkbox"/>	It was a requirement of my job
	<input type="checkbox"/>	I wanted extra skills for my job
	<input type="checkbox"/>	To get into another course of study
	<input type="checkbox"/>	For personal interest or self-development
	<input type="checkbox"/>	To get skills for community/voluntary work
	<input type="checkbox"/>	Other reasons

19. Eligibility Criteria

You are eligible for a subsidised training place if you have: left school, your primary place of residence is in Western Australia, **and** you are:

- an Australian citizen; or
- a permanent visa holder or holder of visa subclass 309, 444, 785, 790, 820 or 826; or
- a dependent or spouse of the primary holder of a visa subclass 457; or
- a Bridging Visa E holder (subclasses 050 and 051) and you have made a valid application for a visa of subclass 785 or 790.

Please select the boxes to confirm:	<input type="checkbox"/>	You have left school.
	<input type="checkbox"/>	Your primary place of residence is in Western Australia.
Please tick the boxes to confirm if you are:	<input type="checkbox"/>	an Australian citizen; or
	<input type="checkbox"/>	a permanent visa holder or holder of visa subclass 309, 444, 785, 790, 820 or 826; or
	<input type="checkbox"/>	a dependent or spouse of the primary holder of a visa subclass 457; or
	<input type="checkbox"/>	a Bridging Visa E holder (subclasses 050 and 051) and you have made a valid application for a visa of subclass 785 or 790.
	<input type="checkbox"/>	None of the above.

20. Concession Details

Some students are entitled to the concession rate on course fees.

Please select the box if one or more of the following options applies to you.

<input type="checkbox"/>	Persons and dependants of persons holding: <ul style="list-style-type: none"> • A Pensioner Concession Card, • Department of Veterans' Affairs Gold or White Card • A Health Care Card.
<input type="checkbox"/>	Persons and dependants of persons for whom the Commonwealth's JobKeeper payments are being received.
<input type="checkbox"/>	Persons and dependants of persons in receipt of services from the following support or employment programs: <ul style="list-style-type: none"> • Jobactive; • Online Employment Services; or • ParentsNext.
<input type="checkbox"/>	Persons and dependants of persons in receipt of the Youth Allowance.
<input type="checkbox"/>	Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
<input type="checkbox"/>	Persons and dependants of persons who are who are inmates of a custodial institution.
<input type="checkbox"/>	Secondary school aged persons not enrolled at school.

If you wish to apply for the concession rates, please ensure you submit appropriate evidence.

The following students will be entitled to a concession rate on the half price course fees under *Lower fees, local skills*.

- Persons aged 15—24 years at the time of enrolment (excluding students enrolled at school)
- Persons and dependants of persons in receipt of services from one of the following Commonwealth support or employment services programs:
 - Jobactive
 - Online Employment Services
 - ParentsNext

(a letter from the Commonwealth services provider confirming the student's participation in the program is required)

- Persons and dependants of persons receiving the Youth Allowance, AUSTUDY or ABSTUDY
- Persons and dependants of persons holding:
 - a pensioner concession card or *Health Care Card*; or
 - a *Repatriation Health Benefits Card* issued by the Department of Veterans' Affairs
- Dependents of persons who are inmates of a custodial institution

Subsidised training places are available through the Department of Training and Workforce Development. Please note that student's can only be enrolled in one subsidised program at a time.

Please review the Privacy Notice and sign the Student Agreement on the following pages to complete your enrolment application.

Privacy Notice

The Pivot Institute is required to collect personal information about you to process and manage your enrolment in a vocational education and training (VET) course. Under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act) we are required to disclose that information to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER) and to the relevant state or territory training authority. NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for purposes that include:

- populating authenticated VET transcripts.
- administering VET.
- facilitating statistics and research relating to education, including surveys and data linkage; and
- understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation,
- facilitation of statistics and research relating to education, including surveys and data linkage; and
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>. Please contact The Pivot Institute for a copy if you are unable to access this.

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

At any time, you may contact The Pivot Institute to request access to or correct your personal information, make a complaint about how your personal information has been handled, or ask a question about this Privacy Notice.

Privacy Agreements

	YES	NO
I give my consent to The Pivot Institute that my feedback on course delivery may be used in Pivot marketing materials web and print based e.g. testimonial.	<input type="checkbox"/>	<input type="checkbox"/>
I give my consent to The Pivot Institute to contact other RTO(s) where I have studied to confirm the authenticity of transcripts which may be used for credit transfer or RPL purposes.	<input type="checkbox"/>	<input type="checkbox"/>
Student Signature: <div style="text-align: right;">This is an Approved Digital Signature <input type="checkbox"/></div>	Date:	

Student Agreement

All of the below must be accepted in order for enrolment to be finalised.

	YES	NO
I acknowledge that I have reviewed a copy of The Client Handbook. This is available under the Enrolments tab on our website: www.pivot.edu.au	<input type="checkbox"/>	<input type="checkbox"/>
I understand that a deposit of \$250 must be made upon submission of my enrolment application. This can be made via bank transfer to: <ul style="list-style-type: none"> Account Name: Pivot Solutions Pty Ltd BSB: 016-338 Account Number: 9017 76068 Reference: SURNAME, firstname 	<input type="checkbox"/>	<input type="checkbox"/>
I understand that invoices must be paid by the due date to maintain a current enrolment and that overdue invoices may incur interest charges and collection fees.	<input type="checkbox"/>	<input type="checkbox"/>

<p>I understand that I must complete my studies within the designated time frame as outlined below from the date of enrolment.</p> <ul style="list-style-type: none"> Certificate IV's must be completed within 12 months*. *with the exception of the Certificate IV in Training and Assessment which must be completed within 18 months. Diplomas must be completed within 18 months. Individual units, including upgrades, must be completed within 6 months. <p>All training and assessment activities must be completed by the due date. Re-enrolment fees apply after this time.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I understand that all training materials, handouts and verbal information regarding The Pivot Institute's training are considered confidential information proprietary to Pivot Solutions Pty Ltd.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I have read and understand that I am required to comply with the Pivot Institute Code of Conduct.</p> <p>This can be found in the Client Handbook.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>I give my permission for Pivot Solutions Pty Ltd to locate my USI if required.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Student Signature:</p> <p style="text-align: center;">This is an Approved Digital Signature <input type="checkbox"/></p>	<p>Date:</p>	

Once complete please send this document to admin@pivot.edu.au