

TAE40116 Certificate IV in Training and Assessment

Mission Statement

To ensure that secondary teachers

- ✓ have a positive and engaging experience in their Certificate IV studies
- ✓ are passionate and excited about teaching VET
- ✓ are competent and feel confident heading into delivery
- ✓ follow assessment practices of the highest standard
- ✓ have a sound understanding of compliance requirements
- ✓ recognise their responsibilities as trainers and assessors
- ✓ contribute to the success of VET programs in their schools

Goals and Philosophy

At Ripponlea, we believe that the Certificate IV in Training and Assessment is a key factor in teacher confidence, quality delivery of a course, student engagement, effective compliance approaches, student completion of qualifications and overall success of VET in Schools programs.

Throughout our course, from the first day of enrolment with us, we have a strong focus on candidate engagement and understanding, with ongoing support and encouragement, to ensure a positive experience and mindset about VET teaching and learning.

It is our key focus that teachers reach completion of the course, and to assist them in their studies, we provide personalised feedback, ongoing tracking of progress, clear steps and instructions and positive and immediate responses to all approaches for help and advice along the way. We ensure that teachers complete full units with celebration of each step towards completion, with an emphasis on staying on track and keeping the study momentum going.

We tailor our course to a teacher's needs, making sure that coursework is relevant to their area of teaching, suitable for their school context, and that their learning can be transferred effectively into their classrooms when they begin to deliver and assess.

Delivery Structure

Our delivery of the Certificate IV takes candidates through three phases: Design, Delivery and Assessment. The course is made up of ten units, completed in this order:

- TAEDES401: Design and develop learning programs
- TAEDES402: Use training packages and accredited courses to meet client needs
- TAELLN411: Address adult language, literacy and numeracy skills
- BSBCMM401: Make a Presentation*
- TAEDEL401: Plan, organise and deliver group-based learning*
- TAEDEL402: Plan, organise and facilitate learning in the workplace
- TAEASS502: Design and develop assessment tools
- TAEASS401: Plan assessment activities and processes
- TAEASS402: Assess competence
- TAEASS403: Participate in assessment validation

We offer teachers the opportunity to apply for Recognition of Prior Learning for 2 units*.

Delivery Model

We currently run the TAE course as an independent (self-paced) course. All coursework is completed in a teacher's own time. The course includes one 2-hour Induction Workshop to begin and another 2-hour workshop halfway through the course (several dates offered).

The enrolment period is for 12 months, however, we encourage completion within approximately 7 months.

We run twice-weekly online support sessions for teachers at any point in their pathway. This allows teachers to book in as often as they like on any days or times offered to touch base with the Ripponlea team, ask questions, request support to get started on their next unit, ask for help with specific questions, receive some feedback on their current coursework or simply check in to make sure they are on track.

Feedback from teachers indicates that these opportunities for frequent and friendly contact is key to their motivation and success.

Learning Materials

We use a simple platform for access to learning/reading material. Coursework is provided directly to teachers progressively as they work their way through the course, to ensure that they are able to identify where they are at and where to go next. It is very important to us that teachers do not feel 'lost' or overwhelmed by large amounts of coursework documents, resources or complex online applications.

We work closely with individual teachers to provide the documentation that they need as they are ready for the next step, providing progress updates along the way and supporting them towards completion within each individual's own timeframe and goals.

Study Time and Support

The TAE40116 has a large volume of learning and requires setting aside approximately 10-12 hours per week – this can vary depending on a teacher's experience, background, approach to study and personal study habits.

Support is available via email seven days a week, via telephone/video conferencing Monday to Friday.

Enrolment

The enrolment fee is \$2900.

Teachers can enrol at any stage using the following link: <http://tiny.cc/TAE40116Enrol>.

Before enrolling, they will need a USI if they don't already have one, which can be created at <https://www.usi.gov.au/providers/create-usi-student>.

Questions / Further Information

We encourage teachers, VET Coordinators or other staff members to be directly in touch with Sarah Pavy, Principal, Ripponlea Institute to ask questions about the course and look at how it can best fit their teachers' and the school's needs. Contact: sarah@ripponleainstitute.com or 0451 779 464.