The Sir Zelman Cowen Centre, Victoria Law School introduces the Certificate IV in Training and Assessment customised for trainers to the legal and justice sector.

The TAE40104 Certificate IV in Training and Assessment is the current industry benchmark for anyone responsible for competency-based training and professional development program design, development, delivery and assessment.

This qualification is mandatory for delivering accredited Vocational Education (VE) qualifications but more importantly it provides the necessary knowledge and skill to deliver any high quality workplace education.

This course is designed to accredit participants as qualified trainers within a customised learning environment that addresses the challenges of delivering training in the legal and justice sector. Many current trainers have subject matter or technical expertise and experience but do not necessarily have the skills to deliver training that informs work practices of participants effectively. The majority of providers of workplace training or on the job training accredited VE programs but the objectives are identical – high quality and effective workplace education. The Certificate IV is the nationally recognised minimum educational standard for workplace educators.

The course is delivered with a great deal of flexibility and choice, recognizing that the majority of participants have busy professional and personal lives. It is delivered as a mixture of face to face days; predominantly self paced learning and interactive online discussions with other participants.

**Course structure**

To gain the full qualification you will need to complete 10 units of competency. These have been grouped as three learning modules to efficiently cover similar learning outcomes and to support co-assessment of units.

The program comprises a one day workshop at the commencement of the program followed by self paced study supported by a tutor and then completion of face to face assessment at a one day workshop at the end of the course. The assessment workshop can take place when the student believes they are ready to complete the qualification.

Participants are inducted into the program at the initial workshop by the course facilitator ensuring that a full understanding of program and requirements to achieve the certificate qualification. These workshops will also provide you with an opportunity to discuss topics and practice your training and assessing skills. The course is designed to ensure that the information and learning we believe is best undertaken face to face will occur at this workshop.

When you enroll you will be allocated a start up workshop and class group. Your class group will attend the same start up workshop. The class group will be allocated a tutor they will meet and work with at the workshop to ensure a good start to this important relationship.

You are able to undertake the course at a pace that suits your work and personal commitments. You will be asked to select a study schedule to give you a framework for your study and assessment.
Duration
There are two different study schedules: 6 months or 12 months. There is multiple start up dates scheduled each year. Organizations can negotiate a specific start up date for a group of employees or a customized program. Required online discussion activities are scheduled on a regular basis. If a participant’s circumstances change the course coordinator can alter the class group and study schedule.

Location
Participants are enrolled as students of Victoria University, workshops are held at the Queen Street campus in the city and students can access the library, sports facilities and other student services and facilities. If required participants can access tutors at the campus. Participants will require the use of a computer connected to the internet to undertake this course successfully.

### Other locations to be advised

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<th>Melbourne CBD</th>
<th>Sydney CBD</th>
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<tr>
<td>Sir Zelman Cowen Centre</td>
<td>Education Centre of Australia</td>
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<tr>
<td>Victoria University</td>
<td>Level 2-3 545 Kent Street</td>
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<tr>
<td>Level 2, Room 2.10</td>
<td>Sydney 2000</td>
</tr>
<tr>
<td>295 Queen Street</td>
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Cost
$1150.00 for the qualification comprising 10 units of competency

Learning and assessment activities
You will be asked to complete a range of assessment activities that will require you to apply the knowledge and skills gained through the course into either a real work site or simulated work-based training and assessment situation. A typical unit comprises readings, research and related practical activities, online discussion and an assessment activity. Assessment activities are a combination of short reports that demonstrate your understanding and the submission of practical training and assessment tools that you have developed. Many participants are already involved in training and professional development and are encouraged to use their experience and existing materials.

Participants will learn how to develop and apply training and assessing skills to the workplace. The topics in our program will enable you to:

- analyze the training needs of others and tailor the training to meet their needs
- understand how the national training systems works
- prepare effective training plans
- develop group facilitation skills and provide effective training
- improve your communication skills
- become more effective in delivering your message
- plan and conduct assessment
- review training and assessment
- provide and monitor OH&S when facilitating on and off the job training sessions
Certificate IV in Training and Assessment
Legal and Justice Sector

Registration
Victoria University ABN 83 776 954 731
CRICOS Provider Number 00124K

Select your intended study schedule

<table>
<thead>
<tr>
<th>Select</th>
<th>Workshop</th>
<th>Location</th>
<th>6 month</th>
<th>12 month</th>
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<tbody>
<tr>
<td>[      ]</td>
<td>18th February 2011</td>
<td>Melbourne CBD</td>
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Name: ____________________________________________
Address: ____________________________________________
post code: ________
Tel (Work): ____________________________
Tel (Mobile): ____________________________
Email (Please print): ____________________________

Please note: Full payment must accompany application form
I enclose a bank cheque/money order for $………………… made payable to Victoria University
(personal cheques will not be accepted) OR Please debit my Visa / MasterCard (please circle)

*Sorry, we do not accept American Express Cards
Card Number: ____________________________
Expire Date: ________________
Amount: $ ________________
Name on Card: ____________________________
Signature: ____________________________

Email, fax or post your application to:
Attention: Yang Zou
Sir Zelman Cowen Centre - Victoria University
PO Box 14428, MELBOURNE VIC 8001
Email: cowen.centre@vu.edu.au  Tel: +61 3 9919 1811   Fax: +61 3 9919 1817 WWW.VU.EDU.AU/SZCC