

ABOUT APTC

The Australia Pacific Training Coalition (APTC) is an innovative development program funded by the Australian Government. APTC has been providing vocational training in the Pacific since 2007 with campuses in Fiji, PNG, Samoa, Solomon Islands and Vanuatu. APTC employs qualified and experienced trainers and tutors to deliver a wide range of technical and vocational courses aimed at skilling Pacific Islanders for a variety of vocational occupations.

APPLICATION PROCESS

Application forms can be downloaded from the APTC website: www.aptc.edu.au. Go to 'COURSES' then 'Applying for a course' or contact your local APTC Office in person or via email.

Submit completed application forms to APTC through:

Email: enquiries@aptc.edu.au

Post: APTC Regional Head Office, PO Box 14319, Suva, Fiji

Person: Deliver to your local APTC Office.

FOR ENQUIRIES PLEASE CONTACT:

APTC Fiji

PO Box 14319, Suva, Fiji Islands
Level 5 Ganilau House
Corner of Edward and Scott Street, Suva
Ph: +679 330 0967
Email: enquiries@aptc.edu.au

APTC Samoa

PO Box 2474, Apia, Samoa
Building N, NUS Campus
Vaivase Road, Apia, Samoa
Ph: +685 26844 Fax +685 26871
Email: enquiries.samoa@aptc.edu.au

APTC Vanuatu

PO Box 3390 Port Vila, Vanuatu
VIT Campus, Leopold Sedar Senghor
Boulevard, Port Vila, Vanuatu
Ph: +678 24066 / 25584 Fax +678 23985
Email: enquiries.vanuatu@aptc.edu.au

APTC PNG

PO Box 1043, Port Moresby, NCD PNG
POMTECH, Idubada, Port Moresby
Ph: +675 7640 5600
Email: enquiries.png@aptc.edu.au

APTC Solomon Islands

PO Box 2374, Honiara, Solomon Islands
Kukute Street, Mendana Avenue
Town Ground, Honiara, Solomon Islands
Ph: +677 21313 Fax +677 21317
Email: enquiries.solomons@aptc.edu.au



TAE40116 Certificate IV in Training and Assessment

COURSE OVERVIEW

TAE40116 Certificate IV in Training and Assessment is highly regarded as a benchmark qualification for those working within the vocational education and training (VET) sector. Graduates of this programme will be able to use their skills to design and deliver training in the workplace with individuals and groups. The course will also allow participants to develop and implement competency based assessment using Australian Training Packages.

Possible career opportunities for graduates include:

- Training Officer
- Training Adviser
- Training Needs Analyst
- Vocational Education Teacher

COURSE DELIVERY

Course Dates: Please contact APTC for course schedule.

Duration: Training will be delivered in blocks of four or five days over a period of 12 months. Minimum of 30 days attendance will be required.

Delivery Mode: Face to face. Training will be delivered in English.

Course Fees: Please contact the APTC TAE team on enquiries@aptc.edu.au for course fees.

Fees include all training materials. Scholarships are not available for this course.

An invoice will be issued upon acceptance of enrolment. Course fees must be paid prior to course commencement.

Fijian students intending to study with APTC are eligible to apply for education assistance through the Fiji National Provident Fund (FNPF) Education Assistance scheme.

Course fees are subject to change without prior notification.

For current fees visit: <https://www.aptc.edu.au/courses/course-fees>

Applicants may apply for recognition of prior learning. For further information visit: <https://www.aptc.edu.au/students/recognition-of-prior-learning>.

**Courses offered, course dates and fees may vary depending upon student and industry demand.*

Entry Requirements:

- ✓ Vocational competency in the industry area in which the participant intends to deliver training (e.g. industry qualification or recent work experience)
- ✓ Experience as a trainer which may include on the job training of colleagues
- ✓ Access to a computer with an internet connection
- ✓ Internet research skills and Microsoft Word skills
- ✓ High level of language, literacy and numeracy skills (applicants are required to complete a Language, Literacy and Numeracy Assessment)
- ✓ Applicants will be assessed on merit

COURSE CONTENT

The TAE40116 Certificate IV in Training and Assessment will cover the following units of competency:

Unit code	Unit title
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
TAEASS401	Plan assessment activities and processes
TAEASS402	Assess competence
TAEASS403	Participate in assessment validation
TAEASS502	Design and develop assessment tools
TAEDEL401	Plan, organise and deliver group-based learning
TAEDEL402	Plan, organise and facilitate learning in the workplace
TAEDEL301	Provide work skill instruction

**Bold Font indicates core units; Standard font indicates electives*

**Please note; elective units of competency may vary from campus to campus depending on local industry needs.*

Graduates of this course will receive an internationally recognised Australian Qualification issued through TAFE Queensland (RTO 0275).