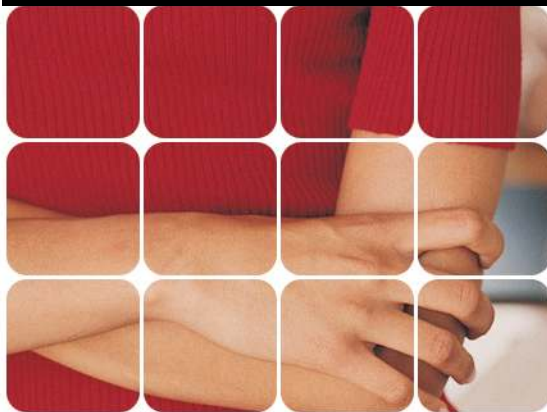


Create—Motivate—Develop—Inspire

IMPACT WORKFORCE TRAINING GROUP



Create—Motivate—Develop—Inspire

IMPACT Workforce Training Group

PO Box 1046

Rockingham WA 6968

Tel: 0433095417

E: admin@impactworkforce.com.au

W: www.impactworkforce.com.au

IMPACT Workforce Training Group are a Registered Training Organisation who specialise in:

Certificate IV in Training and Assessment (TAA40104)

IMPACT Workforce Training Group are 'best practice' specialists in this program. We offer outstanding scheduled courses by our team of tertiary trained professionals with extensive program experience. However, our main focus is to offer customised training to meet the needs and requirements of individuals and organisations.

The Certificate IV in Training and Assessment is a nationally recognised qualification which will provide the participant with the skills and knowledge necessary to perform in the role of trainer, facilitator and assessor within any given workplace and industry.

Follow our programs below or call us to discuss options for a more customised approach.

✦ **Enterprise Trainer** - This has been developed for individuals who are required to train others within their workplace as part of their role and responsibilities. This is a very specific program covering 3 units of competency: Work effectively in VET, Provide training through demonstration of work skills and make and deliver a presentation. Choose from a 1 day course or a 'Distance-Education' program.

✦ **Enterprise Trainer & Assessor** - This is the Enterprise Trainer program plus 3 units from the assessment module. Here, we take you through both the delivery and assessment processes of learning and training as a 2 day workshop or 'Distance-Education' program.

✦ **Full Course - Program**—This program is designed for individuals wishing to complete the entire course in 5 days or customised specifically for your organisational requirements & needs. The course includes a blend of in-class assessments, post-course assignments and participation during face-to-face delivery. (This program is also available as a Distance-Education option).

✦ **Upgrade - Program**—This program has been created for training professionals who already hold the superseded Cert IV in Assessment and Workplace Training (BSZ40198) and wish to upgrade to the new TAA to remain current. The upgrade program takes 2 days to complete via face-to-face delivery **or** should you wish to forego attendance on our course we also offer a 'Distance-Education' program.

✦ **Fast-Track - Program (For Teachers & Educators)**—This program is designed for individuals who already hold a Bachelor of Education but wish to teach Vocational Education & Training (VET) in the school system or other sectors. In order to teach adults you will require this qualification. We customise this program to meet your needs and also offer this pathway as a 'Distance-Education' program.

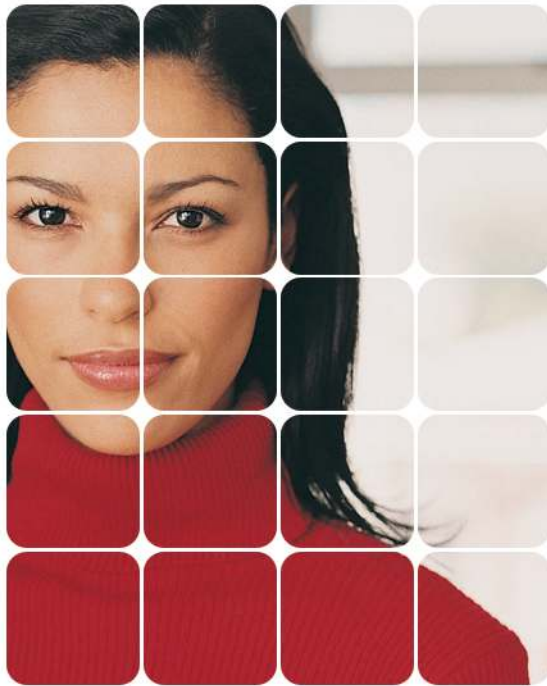
✦ **Defence Force - Program (Military ONLY)**—We have full appreciation of your background in the military and will help you achieve this qualification in the easiest way possible. We feel you should hold this qualification as a matter of course via your experience, courses and training so we have developed a program just for you.

✦ **Assessment Only (RPL) - Program**—This program is designed for individuals wishing to gain RPL for portions of, or the entire course by utilising the comprehensive *RPL Kit* found on our website.

✦ **Individual Module - Program**—This program is designed for individuals wishing to complete each module individually, (Mod 1 - **The Vocational Practitioner**, Mod 2 - **The Workforce Trainer**, Mod 3 - **The Workforce Assessor**).

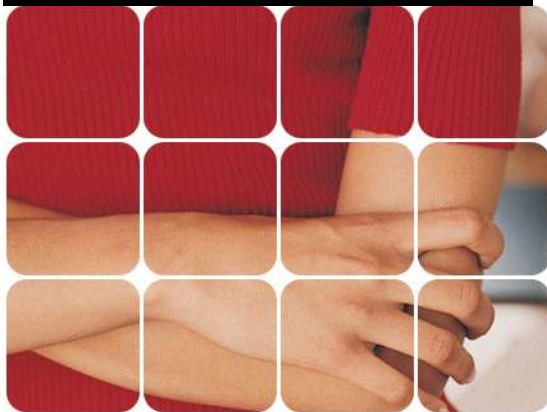
Call us now to discuss your requirements

Visit our website at: www.impactworkforce.com.au



Create—Motivate—Develop—Inspire

IMPACT WORKFORCE TRAINING GROUP



Create—Motivate—Develop—Inspire

IMPACT Workforce Training Group

PO Box 1046

Rockingham WA 6968

Tel: 0433095417

E: admin@impactworkforce.com.au

W: www.impactworkforce.com.au

IMPACT Workforce Training Group is a Registered Training Organisation who specialise in :

Certificate IV (Training and Assessment) **(TAA40104)**

The Certificate IV (Training and Assessment) is a nationally recognised qualification that comprises of 14 units of competence. This qualification will provide the participant with the skills and knowledge necessary to perform in the role of a trainer, facilitator and assessor within any given workplace. On completion of this course participants will be able to:

- ✦ interpret, examine and use nationally recognised Training Packages and units of competency
- ✦ plan, develop, prepare, design and deliver training to individuals and groups
- ✦ plan, organise, develop and conduct assessment

IMPACT Workforce Training Group have packaged the qualification into 3 easy to interpret modules which can be delivered individually, as certain elements, or all-together to gain the full qualification.

Module 1 - The Vocational Practitioner 1.5 days

This module will suit anyone who is required to deliver and design competency-based learning programs within their organisation. Participants will learn how to interpret, examine and use training packages for their workplace.

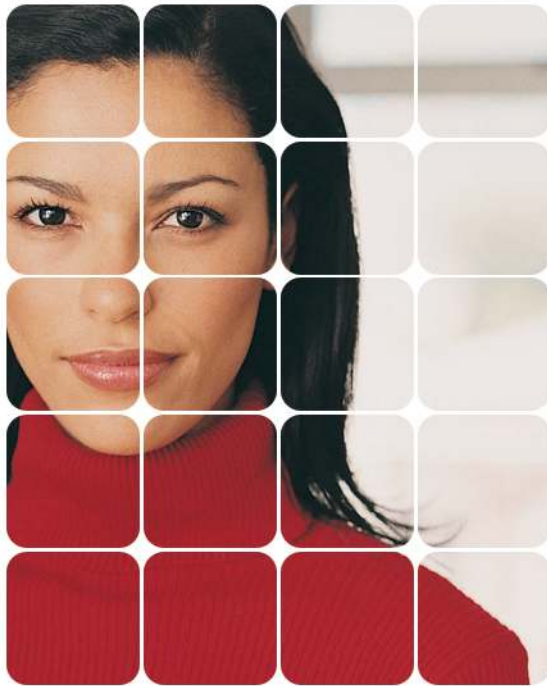
Module 2 - The Workforce Trainer 2 days

This module is designed for internal trainers of organisations or individuals wishing to move into this field and train their staff. This module will make you a valued workplace coach, mentor, trainer and facilitator. Even if you currently perform a training role, this course will help you to effectively plan, organise, structure and facilitate training for individuals and groups within your workplace.

Module 3 - The Workforce Assessor 1.5 days

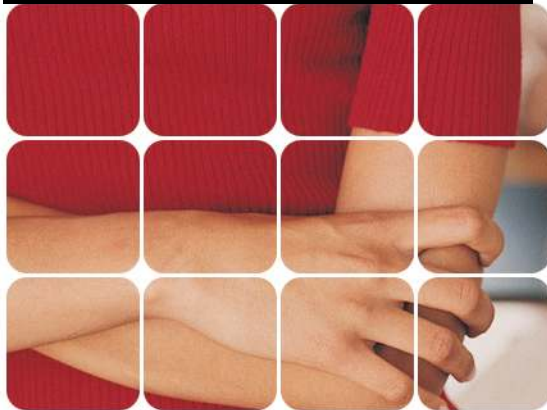
This module will enable you to become a skilled assessor. A skilled assessor is a valuable asset in any organisation and will enable you to judge and confirm competent performance against required benchmarks. This comprehensive module will provide you with the necessary knowledge and skills to plan, organize and assess progress in learning and to judge whether competent performance has been demonstrated.

WE OFFER 8 PATHWAYS/PROGRAMS TO GAIN THIS QUALIFICATION



Create—Motivate—Develop—Inspire

IMPACT WORKFORCE TRAINING GROUP



Create—Motivate—Develop—Inspire

IMPACT Workforce Training Group

PO Box 1046

Rockingham WA 6968

Tel: 0433095417

E: admin@impactworkforce.com.au

W: www.impactworkforce.com.au

ENTERPRISE TRAINER

This has been developed for individuals who are required to train staff within their workplace/enterprise as part of their role and responsibilities. This is a very specific program of which students are required to complete 3 units of competence. This can be achieved via our scheduled 1 day course which is a blend of in-class assessments, post-course assignments and participation during face-to-face delivery, or our 'distance-education' program.

It will provide you with the skills and knowledge in order to provide the following industry outcomes:

- Provide workplace training using existing learning resources and materials;
- Provide workplace training in a safe and comfortable learning environment;
- Provide accredited and/or non-accredited workplace training;
- Provide coaching to individuals or small groups;
- Prepare, deliver/conduct and review training presentations to a target audience;
- Check the progress of learners, and
- Review the success of training within the workplace.

This is a nationally recognised program which will provide the participant with the skills and knowledge necessary to perform in the role of specific workplace trainer. If you had considered doing the Certificate IV in Training & Assessment but did not want to do the full course of all 14 units of competence and required a more specific 'trainer' program.....this is it!!

The program comprises of the following units of competence :

| Code | Title | C/Elective |
|------------|---|------------|
| TAAENV401B | Work effectively in vocational education and training | Core |
| TAADEL301C | Provide training through demonstration and instruction of work skills | Elective |
| BSBCMM401A | Make and deliver a presentation | Elective |

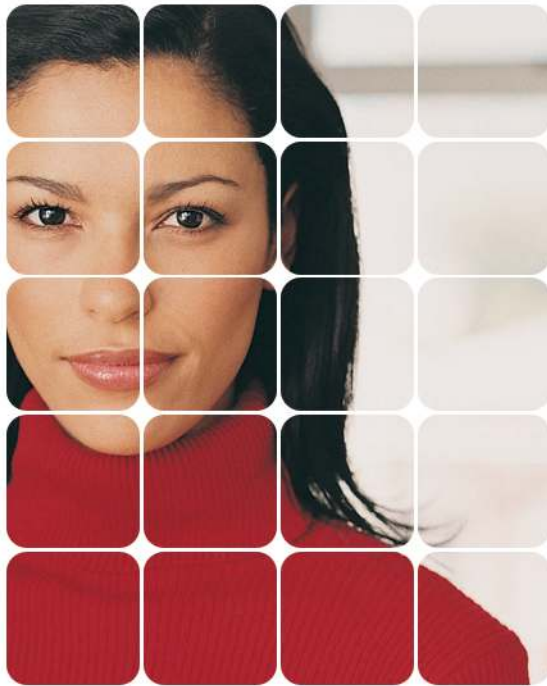
Skill sets are a new way of publicly identifying (on a statement of attainment) logical groupings of units which meet an identified need or industry outcome.

Entry Requirements:

- Supervisor approval to assist and make available training opportunities for post-course work.
- Sufficient level of language and literacy to complete the tasks and assignments.
- Access to a workplace to deliver lessons.

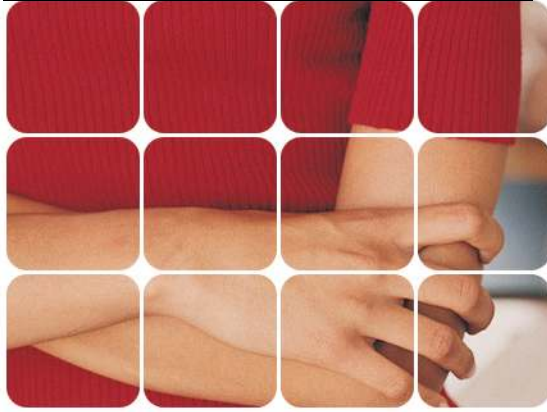
This 1 day workshop is held on Fridays and Saturdays for your convenience, or try our 'Distance-Education' program.

Call us to discuss this workshop in more detail.



Create—Motivate—Develop—Inspire

**IMPACT WORKFORCE
TRAINING GROUP**



Create—Motivate—Develop—Inspire

IMPACT Workforce Training Group
 PO Box 1046
 Rockingham WA 6968
 Tel: 0433095417
 E: admin@impactworkforce.com.au
 W: www.impactworkforce.com.au

ENTERPRISE TRAINER & ASSESSOR

This is the Enterprise Trainer program including 3 units of competency from the 'assessment module'. Here, we take you through both the delivery and assessment processes of learning and training via a 2 day workshop or a 'Distance-Education program.

This has been developed for individuals who are required to train and assess staff within their workplace/enterprise as part of their role and responsibilities. This is a very specific program of which students are required to complete 6 units of competence. Our dynamic workshop is a blend of in-class assessments, post-course assignments and participation during face-to-face delivery.

It will provide you with the skills and knowledge in order to gain the following industry outcomes:

- Provide workplace training using existing learning resources and materials;
- Provide workplace training in a safe and comfortable learning environment;
- Provide accredited and/or non-accredited workplace training;
- Provide coaching to individuals or small groups;
- Prepare, deliver/conduct and review training presentations to a target audience;
- Check the progress of learners,
- Review the success of training within the workplace,
- Plan, organise and conduct assessment, and
- Participate in assessment validation.

This is a nationally recognised program which will provide the participant with the skills and knowledge necessary to perform in the role of specific workplace trainer and assessor. If you had considered doing the Certificate IV in Training & Assessment but did not want to do the full course of all 14 units of competence and required a more specific 'trainer & assessor' program.....this is it!!

The program comprises of the following units of competence :

| Code | Title | C/Elective |
|------------|---|------------|
| TAAENV401B | Work effectively in vocational education and training | Core |
| TAADEL301C | Provide training through demonstration and instruction of work skills | Elective |
| BSBCMM401A | Make and deliver a presentation | Elective |
| TAAASS401C | Plan and organise assessment | Core |
| TAAASS402C | Assess competence | Core |
| TAAASS404B | Participate in assessment validation | Core |

Skills sets are a new way of publicly identifying (on a statement of attainment) logical groupings of units which meet an identified need or industry outcome.

Entry requirements

- Supervisor approval to assist and make available training opportunities for post-course work.
- Sufficient level of language and literacy to complete the tasks and assignments.
- Access to a workplace to deliver and assess lessons.

FULL COURSE PROGRAM

Students are required to complete 14 units of competence (12 core and 2 electives). This can be achieved via our 5 day scheduled courses, which are a blend of in-class assessments, post-course assignments and participation during face-to-face delivery, or let us develop a customised program for your organisation to best suit your needs or why not try our 'distance-education' program.

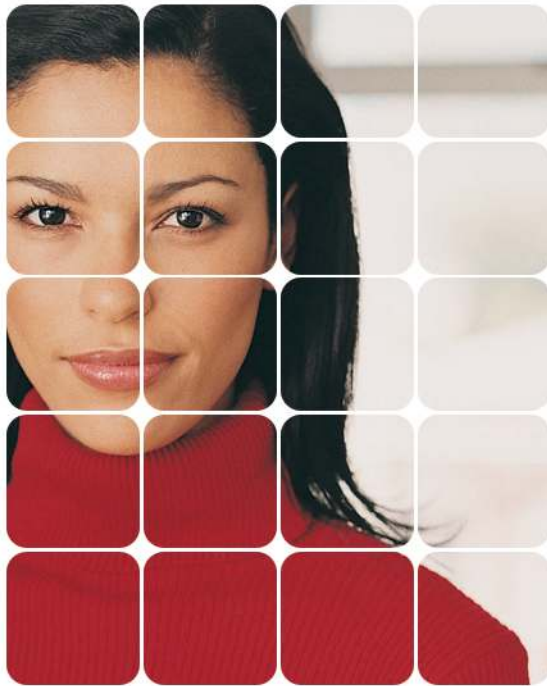
On completion of this program participants will be able to:

- ✦ interpret, examine and use nationally recognised training packages and units of competency
- ✦ plan, develop, prepare, design and deliver training to individuals and groups
- ✦ plan, organise, develop and conduct assessment

| Code | Title | C/Elective |
|------------|---|------------|
| TAAENV401B | Work effectively in vocational education and training | Core |
| TAAENV402B | Foster and promote an inclusive learning culture | Core |
| TAAENV403B | Ensure a healthy and safe learning environment | Core |
| TAADES401B | Use Training Packages to meet client needs | Core |
| TAADEL401B | Plan and organise group-based delivery | Core |
| TAADES402B | Design and develop learning programs | Core |
| TAADEL403B | Facilitate individual learning | Core |
| TAADEL404B | Facilitate work-based learning | Core |
| TAADEL301C | Provide training through instruction and demonstration of work skills | Elective |
| BSBFLM514B | Manage people | Elective |
| TAAASS401C | Plan and organise assessment | Core |
| TAAASS402C | Assess competence | Core |
| TAAASS403B | Develop assessment tools | Core |
| TAAASS404B | Participate in assessment validation | Core |

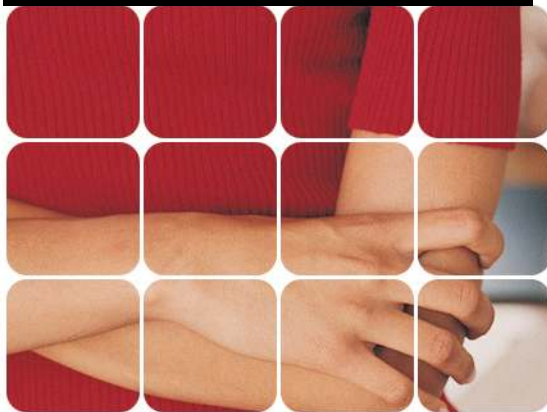
Entry Requirements:

- Supervisor approval to assist and make available training and assessment opportunities for post-course work.
- Sufficient level of language and literacy to complete the tasks and assignments.
- Access to a workplace to conduct assessments and deliver lessons.



Create—Motivate—Develop—Inspire

**IMPACT WORKFORCE
TRAINING GROUP**



Create—Motivate—Develop—Inspire

IMPACT Workforce Training Group

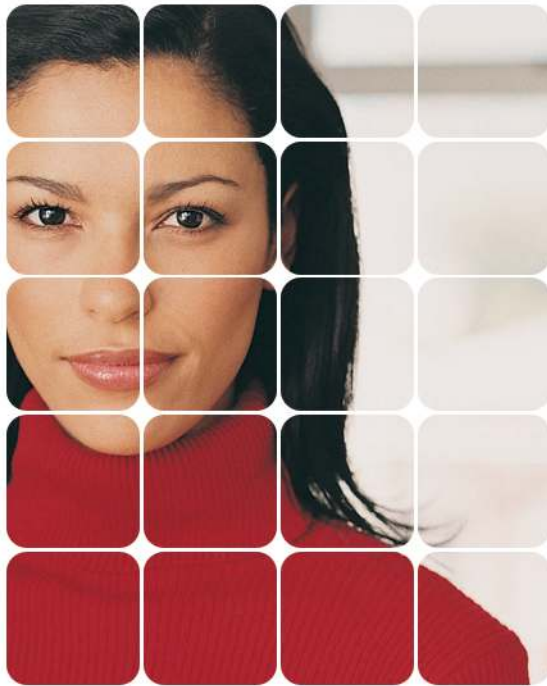
PO Box 1046

Rockingham WA 6968

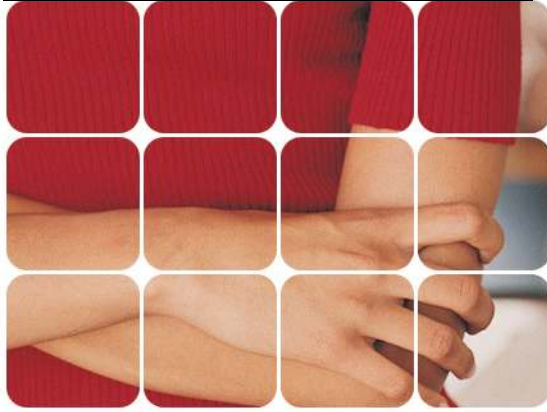
Tel: 0433095417

E: admin@impactworkforce.com.au

W: www.impactworkforce.com.au



Create—Motivate—Develop—Inspire
**IMPACT WORKFORCE
 TRAINING GROUP**



Create—Motivate—Develop—Inspire

IMPACT Workforce Training Group
 PO Box 1046
 Rockingham WA 6968
 Tel: 0433095417
 E: admin@impactworkforce.com.au
 W: www.impactworkforce.com.au

UPGRADE PROGRAM

This course has been created for training professionals who already hold the superseded Cert IV (Assessment and Workplace Training) BSZ40198 and wish to upgrade to the new TAA to remain current. The previous qualification can be reviewed as part of an RPL assessment towards the TAA qualification.

The following is a list of units you are required to complete for this program.

Entry Requirements

| Code | Title | Core/Elective |
|------------|---|---------------|
| TAAENV401B | Work effectively in vocational education and training | Core |
| TAAENV402B | Foster and promote an inclusive learning culture | Core |
| TAAENV403B | Ensure a healthy and safe learning environment | Core |
| TAADES401B | Use Training Packages to meet client needs | Core |
| TAAASS404B | Participate in assessment validation | Core |

- Supervisor approval to assist and make available training and assessment opportunities for post-course work.
- Copy of your BSZ40198 qualification.
- Evidence of any continued work as a trainer or assessor within your industry.
- Have access to a workplace that can be used as a practice environment.
- Statement from your supervisor attesting to your competence as a trainer and assessor.
- A brief summary of your experience in a training and assessment field or CV.

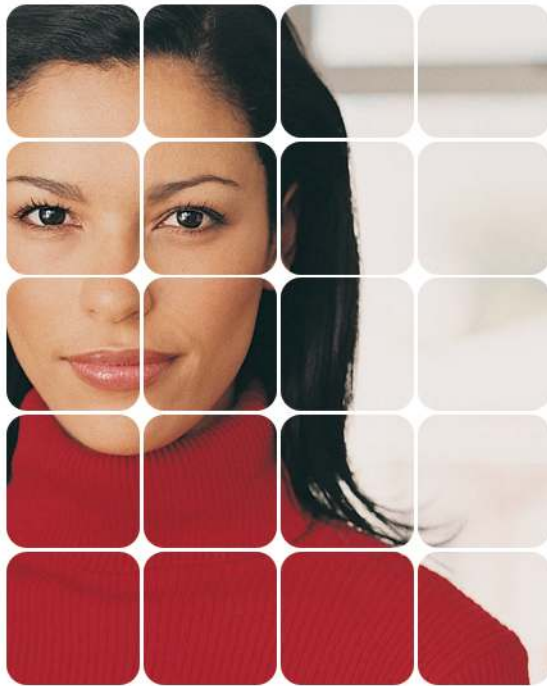
Enrolment

Please complete the enrolment form on our website.

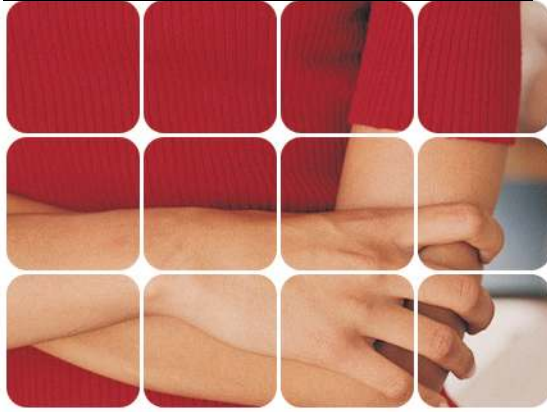
Delivery Methods

1. Our 2 day course consists of a blend of in-class assessments, post-course assignments and participation during face-to-face delivery.
2. Or try our 'Distance-Education' program which foregoes the need to attend our face-to-face training.

Contact our RTO for more information: [0433095417](tel:0433095417)



Create—Motivate—Develop—Inspire
**IMPACT WORKFORCE
 TRAINING GROUP**



Create—Motivate—Develop—Inspire

IMPACT Workforce Training Group
 PO Box 1046
 Rockingham WA 6968
 Tel: 0433095417
 E: admin@impactworkforce.com.au
 W: www.impactworkforce.com.au

FAST-TRACK PROGRAM—For Teachers

Although you have already worked hard to achieve your Bachelor of Education, in order for you to teach Vocational Education & Training (VET) in the school system or other sectors, there is another qualification you need to acquire. That being the Cert IV Training & Assessment. Here at *IMPACT Workforce Training Group* we have tried to make the learning pathway in achieving this qualification as stream lined and painless as possible by fast tracking your prior learning, skill and knowledge. Certain units of the assessment module can be achieved via RPL and a 'Distance-Education' program has been developed for busy individuals who do not have time or wish to attend the face-to-face training. The following is a list of units you are required to complete.

| Code | Title | Core/Elective |
|------------|---|---------------|
| TAAENV401B | Work effectively in vocational education and training | Core |
| TAAENV403B | Ensure a healthy and safe learning environment | Core |
| TAADES401B | Use Training Packages to meet client needs | Core |
| TAAASS401C | Plan and organise assessment * | Core |
| TAAASS402C | Assess competence * | Core |
| TAAASS403B | Develop assessment tools * | Core |
| TAAASS404B | Participate in assessment validation | Core |

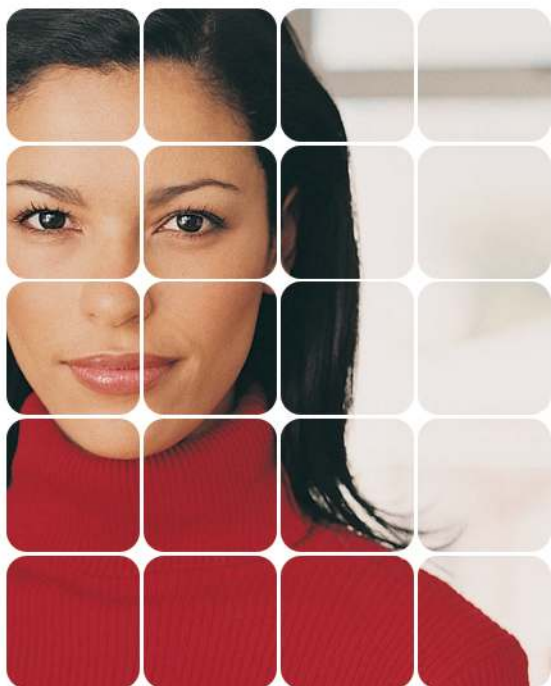
Entry Requirements

- Have recent teaching experience in a school environment (within the last two years).
- Provide a certified copy of your current teacher registration.
- Provide a statement from your Principal attesting to your competence as a teacher.
- Have access to a workplace that can be used as a practice environment (school).

Enrolment: Please complete the enrolment form on our website.

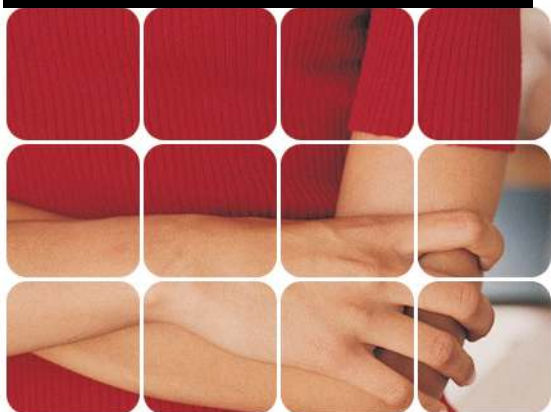
Delivery Methods:

1. Our 2 day course consists of a blend of in-class assessments, post-course assignments and participation during face-to-face delivery.
2. Or try our 'Distance-Education' program which foregoes the need to attend our face-to-face training.



Create—Motivate—Develop—Inspire

IMPACT WORKFORCE
TRAINING GROUP



Create—Motivate—Develop—Inspire

ASSESSMENT ONLY PROGRAM

Recognition of Prior Learning (RPL) is the acknowledgement of the skills and knowledge that students have gained through previous studies, work and life experiences.

Please complete the 'Self-Assessment Checklist' attached to our *RPL Application Kit* on our website.

To follow the 'Assessment *ONLY Program*' there are 4 required steps:

Step 1. Complete the enrolment form on our website.

Step 2. View and complete the 'Self-Assessment Checklist' in our *RPL Application Kit*.

Step 3. Contact our RTO for an RPL interview.

Step 4. Collation and submission of an Evidence Portfolio demonstrating your current competency.

Please contact our RTO for more details: 0433095417

IMPACT Workforce Training Group

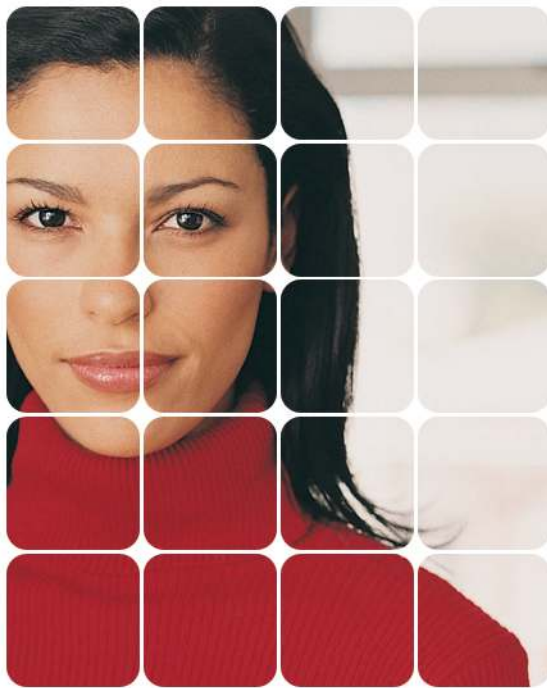
PO Box 1046

Rockingham WA 6968

Tel: 0433095417

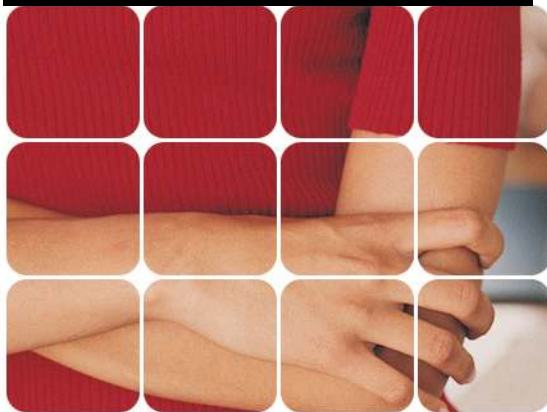
E: admin@impactworkforce.com.au

W: www.impactworkforce.com.au



Create—Motivate—Develop—Inspire

IMPACT WORKFORCE TRAINING GROUP



Create—Motivate—Develop—Inspire

IMPACT Workforce Training Group

PO Box 1046

Rockingham WA 6968

Tel: 0433095417

E: admin@impactworkforce.com.au

W: www.impactworkforce.com.au

DEFENCE FORCE PROGRAM

We have full appreciation of your background in the military and will help you achieve the TAA04 Cert IV in Training & Assessment qualification in the easiest way possible.

We feel you should hold this qualification as a matter of course via your experience, courses and training so we have developed a program just for you.

1. The 'upgrade' is designed for military personnel who already hold the superseded Cert IV in Assessment and Workplace Training (BSZ40198) and wish to upgrade to the new TAA to remain current (5 units of competency are required to be completed for this program).

or

2. Use your significant achievements (course reports, performance appraisals, trainer & assessor experience) to RPL most of this qualification.

To follow the *Defence Force Upgrade Program* there are three required steps:

Step 1. Discuss options with our staff.

Step 2. Complete the enrolment form.

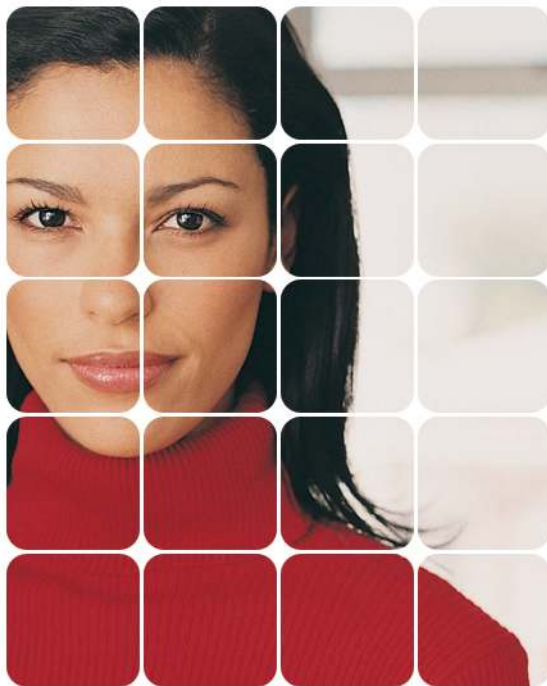
Step 3. Study the learning workbooks and complete the assessment tasks (This info will be sent out to you via an assessment folder and learner workbook).

Step 4. Compile and submit your Evidence Portfolio (entry requirements + assessment tasks + supporting documentation).

Entry Requirements:

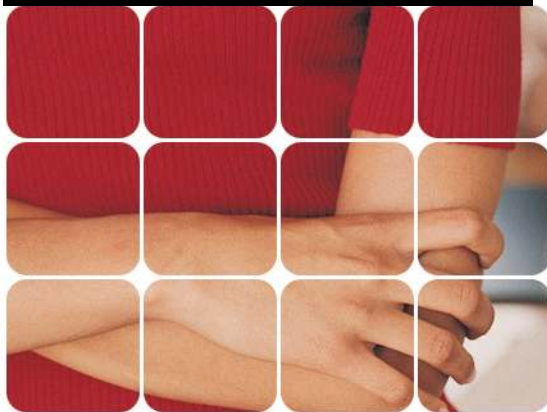
- Copy of your BSZ40198 qualification or significant supporting evidence of your course reports etc.
- Evidence of any continued work as a trainer and assessor within the military.
- Have access to a workplace that can be used as a practice environment.
- Statement from your CSM/OC attesting to your competence as a trainer/assessor.
- A brief summary of your experience in a training and assessment field or CV.

Please contact our RTO for more information: 0433095417



Create—Motivate—Develop—Inspire

IMPACT WORKFORCE TRAINING GROUP



Create—Motivate—Develop—Inspire

INDIVIDUAL MODULE PROGRAM

The individual module program is designed for individuals who plan to complete the full course over a period of time or simply wish to complete certain elements of the course only.

We offer all of our Modules as a 'Distance-Education' program).

Our in-class scheduled courses include a blend of in-class assessments, post-course assignments and participation during face-to-face delivery.

To enroll for the individual module program simply choose the module you wish to complete and follow the required stages:

- a. Module 1 – The Vocational Practitioner
- b. Module 2 - The Workforce Trainer
- c. Module 3 - The Workforce Assessor

Step 1. Complete the enrolment form on our website.

Step 2. Attendance at the interactive workshop of your choice or our 'Distance-Education' program.

Step 3. Collation and submission of an Evidence Portfolio.

- **Note:** You should ensure your Supervisor/Manager will agree to provide you with assistance and make available training and assessment opportunities for the completion of your post-course assignments in all Modules.

IMPACT Workforce Training Group

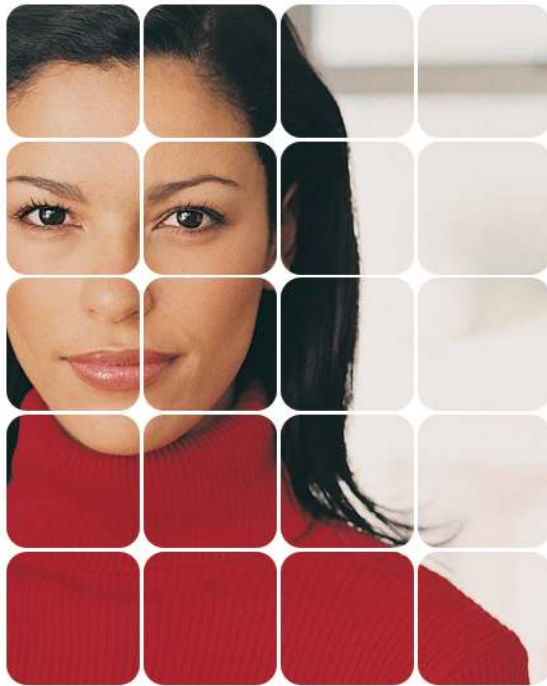
PO Box 1046

Rockingham WA 6968

Tel: 0433095417

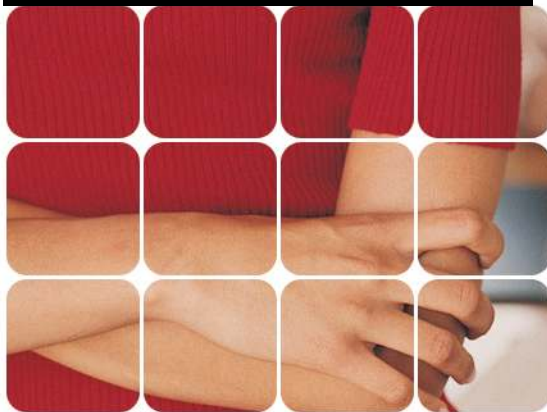
E: admin@impactworkforce.com.au

W: www.impactworkforce.com.au



Create—Motivate—Develop—Inspire

IMPACT WORKFORCE TRAINING GROUP



Create—Motivate—Develop—Inspire

IMPACT Workforce Training Group

PO Box 1046

Rockingham WA 6968

Tel: 0433095417

E: admin@impactworkforce.com.au

W: www.impactworkforce.com.au

COURSE DATES & DELIVERY OPTIONS

Because we understand and appreciate the busy lifestyle most of you lead, we are able to provide a more flexible approach towards your learning and training requirements.

With this in mind we have a number of delivery options available:

1. Attendance on our scheduled courses.
2. Delivery of this course in your organisation to meet the needs and requirements of individuals and industry.
3. Customised & flexible delivery options to meet specific requirements.

View our website for specific course dates or call us today to discuss possible options.