



***Student
Provider
Agreement***

***TAA40104
Certificate IV in
Training and
Assessment***

**Self Paced E-Learning
Student Provider
Agreement V4
2010**

TAA40104

**CERTIFICATE IV IN
TRAINING &
ASSESSMENT**



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The Certificate IV in Training & Assessment Self Paced E-Learning Program

TAA40104

Certificate IV in Training and Assessment

12 core units and 2 electives:

TAAENV401B Work effectively in vocational education and training

TAAENV402B Foster and promote inclusivity

TAAENV403B Ensure a healthy and safe learning environment

TAAENV404B Develop innovative ideas at work
(Elective)

BSBCMN420A Write complex documents (Elective)

TAADES401B Use training packages to meet client needs

TAAASS401C Plan and organise assessment

TAAASS402C Assess competence

TAAASS403B Develop assessment tools

TAAASS404B Participate in assessment validation

TAADES402B Design and develop learning programs

TAADEL401B Plan and organise group based delivery

TAADEL403B Facilitate individual learning

TAADEL404B Facilitate work based learning

Introduction

Quality assessment underpins the integrity of the vocational education and training system in Australia and endorses the AQTF2007 continuous improvement model. APCOT Solutions believes strongly in using a valid and reliable assessment process that ensures that candidates have access to a flexible and fair procedure, while ensuring that competency level requirements are not compromised.

The APCOT Solutions design and implementation of its assessment procedures are based directly on the Assessment Guidelines of the TAA04 Training and Assessment Training Package, which in turn adhere to the AQTF (Australian Quality Training Framework) Standards for RTOs 2005 and 2007. Furthermore, the APCOT Solutions assessment procedures are carried out in accordance with the:

- Benchmarks for assessment (The endorsed units of competency from the TAA04 Training Package)
- Principles of Assessment (Valid, Reliable, Flexible and Fair)
- Rules of Evidence (Valid, Sufficient, Current, Authentic)

Our assessment processes for the TAA40104 Certificate IV in Training and Assessment entail the following methods and protocols:

- Working with National Training Framework documents (reading, analysis and interpretation of)
- Designing, developing and implementing learning programs, individual lesson plans, learning resources, assessment plans, assessment tools and reports.
- Facilitation of a guided mentor program
- Participating in assessment validation sessions
- Conducting of assessments
- Open book written assessment
- With all written components, the process of developing the paperwork as well as the final product will be assessed.
- The APCOT assessor may ask a participant to re-do an assessment task or undertake further questioning if authenticity and/or sufficiency of the work is in doubt.

Provider and Student Obligations- AGREEMENT

APCOT's Obligations	Your Obligations	Please check each box to acknowledge
<i>We will inform you at the beginning of your course of your assessment requirements including deadlines, by providing you with one copy of this assessment task booklet.</i>	<i>It is your responsibility to keep this copy and adhere to the assessment task requirements as set out in this booklet and respect all deadlines that have been set.</i>	<input type="checkbox"/>
<i>Our assessment of you will be valid, reliable, flexible and fair. (Principles of assessment) The evidence we collect from you in order to make a decision of your competency will be valid, current, sufficient and authentic (Rules of evidence)</i>	<i>It is your responsibility to respect the integrity of the APCOT assessment process and agree to work within the principles of assessment and the rules of evidence during your participation in this assessment process.</i>	<input type="checkbox"/>
<i>We will discuss and implement any requests for reasonable adjustments to assessment procedures ensuring the adjustments you request do not compromise the outcomes of the unit and the integrity of the assessment procedures. APCOT, as the RTO, holds the right to make the final decision on whether the adjustment can be accepted.</i>	<i>It is your responsibility to make your requests for any reasonable adjustments (changes) to any of your assessment tasks/requirements in writing to APCOT It is also your responsibility to acknowledge that APCOT as the RTO has the final decision in accepting or denying your request.</i>	<input type="checkbox"/>
<i>We will uphold your right to appeal an assessment decision and adhere to our Appeals procedure as it is documented in our Policies and Procedures.</i>	<i>It is your responsibility to respect and follow the APCOT procedure when appealing an assessment decision by doing so in writing.</i>	<input type="checkbox"/>
<i>We will keep an ongoing record of your assessment task submissions and results and will keep your complete submission on file with us as we deem it necessary. We will not chase you for assessment tasks; we will expect you to take responsibility for keeping up with your own assessment task requirements, however we will assist you in these endeavours.</i>	<i>It is your responsibility to keep your own record of assessment tasks that you have submitted. It is also your responsibility to keep a copy of all assessment tasks that you submit. It is your responsibility to plan your time accordingly in order to adhere to deadlines that have been set.</i>	<input type="checkbox"/>
<i>We will keep the communication channels open and answer any questions you may have at any reasonable time regarding your assessment requirements. We welcome email and phone communications. Face to face communications can be arranged at an additional cost.</i>	<i>It is your responsibility to initiate communication with your facilitator if you are having any problems or if you would like questions answered. It is your responsibility to respect the facilitator's schedule and ask for a time to be put aside for the facilitator to discuss your queries with you.</i>	<input type="checkbox"/>
<i>We will uphold our Policy on re-assessment or late assessment as stated in our Policies and Procedures.</i>	<i>It is your responsibility to follow the APCOT Solutions procedure for re-assessment or late assessment by adhering to the instructions in the appropriate form. (available upon request)</i>	<input type="checkbox"/>
<i>We will listen to any reasonable requests for extensions to submit work, such as inability to complete work due to illness (doctor's certificate required).</i>	<i>It is your responsibility to plan your own study program and schedule consistent and timely sessions for yourself to work on your required projects It is your responsibility to plan your time accordingly in order to allocate enough time for you to complete your requirements within the agreed timeframe.</i>	<input type="checkbox"/>

APCOT provides RPL: Recognition of Prior Learning for this program. If you feel you would like to apply for RPL please talk directly to your facilitator.

RPL/RCC is one form of assessment. It involves candidates collecting and submitting evidence and assessors making judgments on whether competence has been achieved. Like other methods of assessment, RPL/RCC must be flexible, reliable, sufficient and fair and valid. With this in mind,

The current Australian Quality Training Framework (AQTF) definition of RPL is:

Recognition of prior learning means recognition of competencies currently held, regardless of how, when, or where the learning occurred. This includes through any combination of formal and informal training, education, work experience or general life experience. In order to grant RPL the assessor must be confident that the client is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualifications Framework (AQF) accredited courses.

(Australian National Training Authority, 2001. Australian Quality Training Framework: standards for Registered Training Organisations. ANTA Melbourne



Characteristics of Learning Outcomes for a Certificate IV level

(AQF Implementation Handbook)

Breadth, depth and complexity of knowledge and competencies would cover a broad range of varied activities or application in a wider variety of contexts most of which are complex and non-routine.

Leadership and guidance are involved when organising activities of self and others as well as contributing to technical solutions of a non-routine or contingency nature.

Performance of a broad range of skilled applications, including the requirement to evaluate and analyse current practices, develop new criteria and procedures for performing current practices and provision of some leadership and guidance to others in the application and planning of skills.

Applications involve responsibility for, and limited organisation of, others.

Distinguishing features of learning outcomes

Demonstrate understanding of a broad knowledge base incorporating some theoretical concepts

Apply solutions to a defined range of unpredictable problems


Identify and apply skill and knowledge areas to a wide variety of contexts, with depth in some areas

Identify, analyse and evaluate information from a variety of sources

Take responsibility for own outputs in relation to specified quality standards

Take limited responsibility for the quantity and quality of the output of others

Learner Declaration:

Learner Declaration:	
I _____ (print student name) agree to the above conditions for assessment in the TAA40104 Certificate IV in Training and Assessment APCOT Program	Date
	Student Signature: Check this box to acknowledge your agreement with the contents of this document
Date:	Lead Assessor Signature: Gabrielle Hartin
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Return to: admin@apcot.com.au or Fax (61 3) 8456 6419