

Certificate IV in Training & Assessment Qualification Program Course Brochure 2010



**INTENSIVE,
PART TIME, &
SELF PACED E-Learning**



The project based learning
approach for Training,
Performance and Leadership
Professionals

Part of the APCOT Professional
development Model for Training
Excellence



Supporting your Pursuit for Continual
Improvement



APCOT

Feed the LEARNAVORE!

Your Train the Trainer Program is Nationally Recognised



The *TAA40104 Certificate IV in Training and Assessment* is the National Benchmark Qualification for Australia's Learning & Development and Training Professional. This Certificate IV Industry Benchmark is Nationally Recognised under the Australian Federal, State and Territory governments. APCOT, as an authorised provider of this qualification (Provider Number 21618), is quality assured under the AOTF 2007 National Standards (Australian Quality Training Framework)

Did you know that APCOT, a leading RTO (Registered Training Organisation), was founded to specialise solely in the TAA04, Train the Trainer qualifications? Did you know our Certificate IV in Training and Assessment is just one part of our APCOT Professional Development Model for Training Excellence? APCOT's approach to teacher and trainer education and ongoing professional development ensures you share in our philosophy of feeding the LEARNAVORE! and firing up your own learners' ROAR matter!

There is no pre-requisite for entry into the Certificate IV in Training and Assessment, however well developed literacy skills (reading, writing, speaking and listening) are required for successful completion.

The completion of the 12 core units from Certificate IV in Training and Assessment gains you entry into the more advanced, Diploma of Training and Assessment Qualification. See our Professional Development Pyramid for more details.

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What is the central focus of this important qualification?

The central focus of the Certificate IV in Training and Assessment is the learner and the learning process. The specific themes that cross over all aspects of this qualification are:

- Supporting effective learning
- Developing facilitation skills
- Creating and maintaining an effective learning environment



The central focus of the APCOT Certificate IV in Training and Assessment is the learner and the learning process. YES IT'S ALL ABOUT YOU!

- Fostering inclusivity
- Managing cultural diversity to encourage innovative processes
- Encouraging collaborative processes between both learner & trainer and learner & learner
- Meeting ethical, professional and legal requirements

- Managing one's own ongoing learning and professional development
- Achieving transferrable skills for adaptability
- Maintaining a continuous improvement culture

The Certificate IV in Training and Assessment Program Content

The APCOT Certificate IV in Training and Assessment is made up of the 12 required core units and two pre-selected, integrated electives.

The Learning Environment Field

This field of study relates to your ability to **create and maintain a dynamic learning environment that engages learners and creates that elusive 'intrinsic motivation'** This includes the application of inclusive work practices, responsiveness to diversity, developing an innovative, learning culture, ensuring the safety, health and welfare of your learners, and developing your knowledge of the VET (Vocational Education and Training) sector.

TAAENV401A Work effectively in vocational education and training

TAAENV402A Foster and promote an inclusive learning culture

TAAENV403A Ensure a healthy and safe learning environment

TAAENV404A Develop innovative ideas at work (Elective)

BSBCM420A Write complex documents (Elective)



You will be assessed both through the interactive exercises you participate in, as well as the completion of individual, work based learning and development projects that you will be able to implement immediately back into your own work environment

Our Project Based Learning Approach automatically integrates assessment processes.

Learning Design Field

How do you ensure your learners are working through a dynamic yet personalised program of learning? In this field of study you will **learn about the underlying principles of adult learners and the most effective way to design learning programs** to ensure tangible, measureable outcomes are achieved. Your Portfolio of reusable templates makes your design processes professionally consistent.

TAADES401A Use training packages to meet client needs

TAADES402A Design and develop learning programs



Assessment Design Field

How will you know that your learners have achieved the skills, knowledge and attributes required for effective performance?

In this field of study you will **develop your capability in measuring progress in learning and making judgements as to whether learners have achieved effective performance outcomes.**

TAAASS401A Plan and organise assessment

TAAASS402A Assess competence

TAAASS403A Develop assessment tools

TAAASS404A Participate in assessment validation

Program Content continued

Delivery and Facilitation Field

Develop and build your interpersonal skills and **learn techniques to create a positive and productive relationship with your learners.** Use management processes to guide, facilitate and monitor your learners' progress. The rewards you reap in helping others to learn will keep you ROARING for a long time after!

TAADEL401A Plan and organise delivery
TAADEL403A Facilitate individual learning
TAADEL404A Facilitate work based learning



What's in our LEARNAVORE packs? Each time you enrol in an APCOT program you receive a mystery pack full of LEARNAVORE tools!

The rewards you reap in helping others to learn will keep you ROARING for a long time after!

Your Learning Resources....



Our APCOT Student Portfolio has been developed in-house specifically to meet the needs of our learners. Because we only specialise in train the trainer, we can devote all of our time and energy into our customised learning resources. Also receive an extensive Kit of up-to-date background reading materials to further support your learning.

Most TAA providers use, off the shelf, commercially produced learning resources. The APCOT Student Portfolio is fully developed by APCOT and is continuously updated and improved. Some of our content includes:

- 4 Mat Model
- Grow Model for Mentoring
- Coaching skills workshop
- Certificate IV the Big Picture Model
- Assessment Plan Kits and tools
- Example learning programs
- Interactive Bingo for dynamic presentations....



Ready for some serious play in our JUNGLE ROOMs?



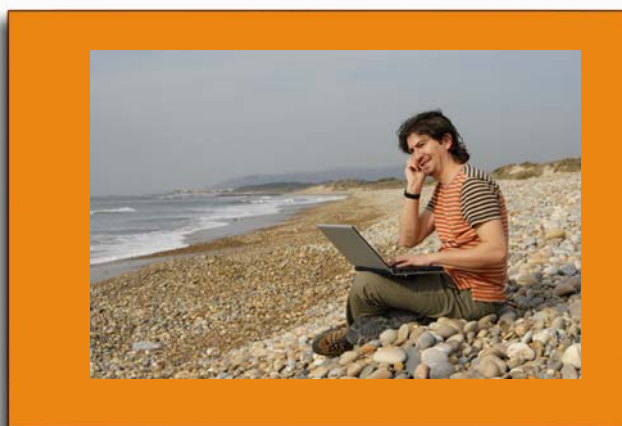
Learning environments, even outside the workplace, do not need to be boring and sterile. Our APCOT Jungle Rooms will stimulate and challenge you as you navigate through a sometimes unpredictable yet always steamy mix of growth and development

Your time investment includes approximately 86 hours of face to face training (INTENSIVE and PART TIME Courses) with an additional 40 - 80 hours of ongoing project work in your own time.

(Additional time required will vary between learners, due to a number of variables)

Try our Self-Paced, E-Learning Option

Upon enrolment into our Self paced, e-learning option, you will be inducted into the APCOT Virtual Environment. You will meet your e-learning facilitator and have unlimited support and contact via phone and email. You will receive your E-Learning pack full of resources and readymade activities to help you push the boundaries and achieve success



Milestones for success will be built in along the way to further support your growth and development as a high end trainer and assessor. Choose your own pace of work, as fast or slow as you wish (total timeframe 14 months) and your facilitator will keep up with you! Work through our online learning modules and collaborate with likeminded LEARNAVORES!

Collaboration, self and peer reflection and expert feedback from your APCOT facilitator will guide and support you through both your group and individual projects.

Your self paced LEARNERACTIVE resources include...

Online learning modules



Reading Resources



APCOT Student Portfolio



Your own human LEARNAVORE!



What have others said about the APCOT learning programs?

Great facilitator, clearly an experienced educationalist, great pace and not a dull moment!

APCOT's focus on improving the quality of the training process is rewarding for all participants!

The APCOT courses are very interactive, hands on and facilitated learning techniques are used throughout.



GREAT! INVENTIVE! CREATIVE!

I feel inspired, enthusiastic and positive.

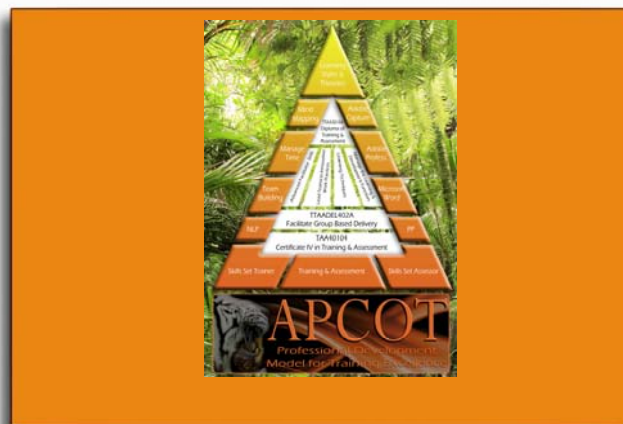
APCOT has challenged me to work hard and aim high.

I feel HUNGRY and ready to **ROAR!**



Your financial investment is inclusive of all face to face and e-learning support, all materials, resource books and light refreshments
(Intensive and Part Time Courses)

See our enrolment form for dates, venues, current pricing, early bird discounts, payment plans and more.



Your financial investment is inclusive of access to your own facilitator and e-learning support, all materials, resource books and online learning modules site **(Self Paced E - Learning)**

See our enrolment form for current pricing, early bird discounts and payment plans.

The Certificate IV in Training and Assessment is one part of the **APCOT Professional Development Model for Training Excellence. Supporting your Pursuit for Continual Improvement**

Ask for your copy today and see where your LEARNAVORE can take you next!



APCOT

Feed the LEARNAVORE!

WINNER!
Monash Business Awards 2006/2007

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Be one of the new breed...
fire up your ROAR matter!



Proud to be G-Locally owned and operated. APCOT: a global outlook with a local approach.

Gabrielle Hartin CEO M'Ed (USA) B'Ed (Aust), Grad Cert HRM

Gabrielle Hartin, a global leader who has lived and worked on four different continents in learning and development, founded APCOT when she saw a gap in the market for a high quality, specialist Organisation. This need has seen APCOT use its international experience to dedicate itself and focus solely on developing the skills and qualities of high performing leaders as LEARNAVORES!

Anyone in a people development role, from leaders and managers, to supervisors, team leaders to trainers, mentors to coaches, teachers to role models can benefit from the APCOT philosophy of feeding the LEARNAVORE!

Your LEARNAVORE is yours and your organization's capability to learn, change and adapt to today's global business and life demands, it is your inherent capability to learn—let it ROAR!

APCOT's 5 Pillars of Leaders as LEARNAVORES!

Here at APCOT we aspire to develop in ourselves and the clients we work with, the underlying principles and values that form the 5 Pillars of Leaders as LEARNAVORES!

They are:

ASTUTENESS:

to be a leader as LEARNAVORE, you are one who is willing to develop people to the point they surpass you in their knowledge and capability.

TRUSTWORTHINESS:

LEARNAVORES treat others as if they were what they ought to be. They help them become what they are capable of being.

HUMANENESS:

LEARNAVORES are kind for they know that everyone they meet is fighting a hard battle.

CONVICTION:

LEARNAVORES

jump off the cliff all the time and build their wings on the way down (and if they happen to crash, they pick themselves up, dust themselves off, learn from the experience and move on!)

DISCIPLINE:

LEARNAVORES have patience as they know all things are difficult before they become easy.

Members of APCOT have an open mind, a willingness to learn and keep on learning and a desire to teach others how to feed the LEARNAVORE!

MONASH Business Awards Winner 2006/2007



Member Australian Council of Private Education and Training

