

## **Information Sheet -TAA40104 TO THE TAE40110**

***Note please read the information below and complete the following checklist before enrolment***

As a Trainer and Assessor you must maintain currency in your qualifications and within the VET industry.

### **AQTF Standard 1 - 1.4**

Training and assessment is delivered by trainers and assessors who:

- a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors, and
- b) have the relevant vocational competencies at least to the level being delivered or assessed, and
- c) can demonstrate current industry skills directly relevant to the training/assessment being undertaken, and
- d) continue to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.

### **National Quality Council (NQC) States:**

#### **Trainers must:**

- (i) hold the TAE40110 Certificate IV in Training and Assessment from the TAE10 Training and Education Training Package
  - or
  - (ii) be able to demonstrate equivalent competencies to the TAE40110 Certificate IV in Training and Assessment from the TAE10 Training and Education Training Package
  - or
  - (iii) work under the direct supervision of a person who has the competencies specified in (i) or (ii) above\*
- and**
- be able to demonstrate vocational competencies at least to the level of those being delivered\*\*.

**Assessors must:**

(i) hold the following three competencies from the TAE10 Training and Education Training Package:

- (a) TAEASS401A Plan assessment activities and processes
- (b) TAEASS402A Assess competence
- (c) TAEASS403A Participate in assessment validation

Or

(ii) be able to demonstrate equivalent competencies to all three units of competency listed in (i).

**Note:** If a person does not have the assessment competencies as defined in (i) or (ii) above *and* the relevant vocational competencies at least to the level being assessed, one person with all the assessment competencies listed in (i) or (ii) above and one or more persons who have the relevant vocational competencies at least to the level being assessed may work together to conduct the assessments.

More information can be viewed at the NQC website

[http://www.nqc.tvetaustralia.com.au/about\\_nqc](http://www.nqc.tvetaustralia.com.au/about_nqc)

## CHECKLIST: - TAA40104 to the TAE40110

Please complete checklist before enrolment.

To gain the TAE40110 through AATS you must:

- have the TAA40104,
- be able to demonstrate CURRENCY WORKING AS A Trainer/Assessor

Name			
I am currently working as a trainer/Assessor in a RTO?	Yes	No	
I have been working as a Trainer/Assessor in a RTO over the last 12 months	Yes	No	
I can provide a certified copy of my TAA40104 and a transcript of units completed	Yes	No	
I can provide a current job description	Yes	No	
I can provide a current resume including current qualifications and relevant VET industry experience	Yes	No	
I can provide a record of attendance at relevant VET industry inservice they can be verified by qualified workplace personnel (e.g Supervisor)	Yes	No	
I can provide a Third Party Report from qualified personnel to support my claim of competence	Yes	No	
Describe your current roles and responsibilities			
Identify the average number of hours you currently work as a Trainer/Assessor on a weekly basis	Hours		
I have recent (last 12 months) experience with face to face delivery	Yes	No	
I have recent (last 12 months) experience with facilitating distance (external) based learning and delivery	Yes	No	
I have recent (last 12 months) experience with Traineeships	Yes	No	
I have recent (last 12 months) experience with Apprenticeships	Yes	No	
I verify that the above information is true and accurate			
Signature		Date	