

DIPLOMA OF TRAINING AND ASSESSMENT TAA50104



forge ahead in your career



About NEXT

As an individual or an organisation why consider NEXT?

Track record	NEXT as Registered Training Organisation #1707, was established in 1992 and continues to be a leader in quality training and assessment services.
Our solid reputation	We are a quality driven management and personal development training company with 16 years experience, operating on a national and international basis.
Our sincere commitment to competence and excellence.	<p>We value our vast experience in professional training and development services, including our short development courses, and remain committed to keeping our standards high.</p> <p>NEXT Training <i>IS</i> for you -</p> <ul style="list-style-type: none"> if you want excellent results for your investment in the shortest space of time possible. NEXT gives full support and encouragement during and after every program, making sure each participant is actually competent when they have completed the program.
Our own innovative 'Creative Learning' resources.	No 'off-the-shelf' resources for you! Our own renowned, well structured, innovative <i>Creative Learning</i> resources, based on National Training Packages, include one (1) only all-inclusive, comprehensive Learning Guide and one (1) only Assessment Portfolio, in both hard and electronic copies. You won't be given a pile of separate learning guides to wade through!
Flexible delivery modes	These are outlined on page 5. We do offer the self-paced option for those with specific needs, also on a national and international basis.
Well qualified, experienced facilitators and assessors.	Our team of trainers and assessors are specialists in their field/s of expertise, well experienced, reliable and highly effective in achieving competent results for their candidates.
We train on 'how to train effectively'.	We insist our candidates apply interactive, participative training strategies when delivering their own training sessions. We, at NEXT, assess our candidates on their preparation and presentation performance – the ' <i>actually doing it</i> ' part! We base our delivery on work-based 'action learning' principles - no lecturing at NEXT!
Provide constant support.	We are always 'on call' during the contact days and post-training days, if required. Our doors are open six days a week.
Corporate programs. At your house or ours!	<p>NEXT has extensive experience and proven capability in tailoring development programs to suit specific organisations' needs, in Australia and overseas, as part of our corporate strategies, with the future needs of the participants and their management development being of prime importance.</p> <p>Training can be conducted in your house or in ours - in our own professional, well-equipped training venue, or in your premises. Evenings and weekends as well.</p>
Our Company Principle	Whilst maintaining a national and international viewpoint, we are committed to providing a range of strategically focused quality "value-for-money" management training and services which meet our clients' and participants' needs and expectations.

Training is a cost. *Effective training is an asset.*

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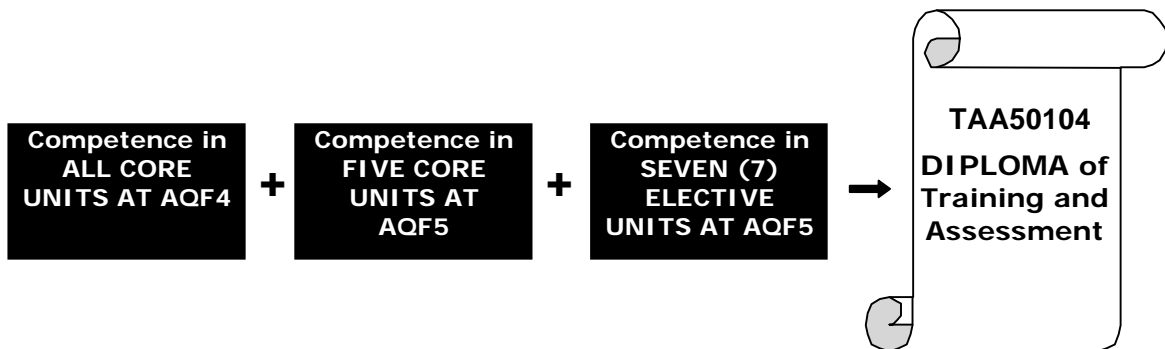
NEXT's DIPLOMA OF TRAINING AND ASSESSMENT

OVERVIEW

This training program is designed to meet the professional needs of those working as an independent training provider, a Human Resources manager, or in a senior training / management role within a Registered Training Organisation. It is designed to provide critical management knowledge, skills and expertise to enable you to specialise in leading and managing training and development functions within your organisation.

This Diploma qualification reflects the more varied expectations of training and assessment management, with outcomes reflecting the roles within public, commercial and enterprise VET sector organisations.

The units offered reflect current requirements and focus on key areas of professional practice in the learning environment, development of learning resources and strategies, delivery and facilitation strategies, leading, coordinating and managing assessment systems and evaluations.



Twelve Units of Competency make up the TAA50104 Diploma of Training and Assessment, consisting of five (5) core units and seven (7) elective units.

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UNIT OF COMPETENCY		NEXT's MODULE TITLE	DAYS
TAAENV501B(C)	Maintain and enhance professional practice	1. Maintain Professional Practice in Training and Assessment	2
*TAADES505B (E)	Research and develop competency standards	2. The Concept of Competency	1
TAADES501B(C)	Design and develop learning strategies	3. Develop Learning Strategy and Innovative Learning Resources	2
TAADES502B (E)	Design and develop learning resources		
TAADEL502B (E)	Facilitate action learning projects	4. Provide Advanced Facilitation Skills for Action Learning Projects	2
TAADEL503B (C)	Provide advanced facilitation to support learning		
*TAATAS501B (E)	Undertake an organisational training needs analysis	5. Undertake an Organisational Group Training Needs Analysis	1
*TAATAS504B (E)	Facilitate group processes		
TAACMQ501B (E)	Develop training and/or assessment organisational policies and procedures	6. Lead a Quality Training and Assessment Business System	3
TAAASS501B (C)	Lead and coordinate assessment systems and services		
TAADEL504B (E)	Lead and coordinate training services		
BSBBRKG502B (E)	Manage and monitor business or records systems.		
TAACMQ503B (C)	Lead and conduct training and/or assessment evaluations.	7. Lead and Conduct Training and Assessment Evaluations, fostering Team Effectiveness, monitoring improvements.	3
BSBWOR502A (E)	Ensure team effectiveness.		

*** Units marked with an asterisk relate to Elective units and only ONE of these needs to be selected for completion towards achievement in the TAA50104 Diploma of Training and Assessment. All other units must be completed.**

The above units are included in NEXT's general TAA50104 Diploma in Training and Assessment program, however flexible pathways allow for the attainment of additional units, as relevant to individual client needs. Each module is a 'stand-alone' course and you can choose to attend specific units on dates suitable to your requirements.

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Program Structure Options

To best suit the needs of individual clients and client groups, we have designed several program structures, focusing on the different delivery needs, times and practice opportunities of certain key groups. We would be happy to adjust this schedule to suit client groups, for example, at intervals throughout the year, if more convenient for you.

Participant numbers are limited to ten (10) per program workshop.

To complete the Diploma of Training and Assessment you could choose to attend:

- ◆ **Two blocks**, each of five (5) days duration, one month apart.
- ◆ **2 days a month Progressive Program**
- ◆ **Personalised Progressive Program** - negotiated flexible training options to suit your or your organisation's needs, or
- ◆ You may be eligible to apply for our **Recognition of Prior Learning** process, due to your work and life experiences in the training and assessment fields.

These structures, however, are subject to change based on participant numbers and needs.

If you would like the facilitator to focus on one or more areas, or have other topics in mind, please contact us.



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General information

These workshops have been scheduled into these three main options for ease of client management, and facilitation of understanding and project application for the participants/candidates.

All programs include post-training support period over six months, (equivalent to six days), afforded each group. These '**set meetings**' are organised at agreed dates/times to provide an opportunity for formative assessments evaluating performance and any evidence requirements for candidates and also offering mentoring, supervision and support (in the form of tutorials and work visits).

PLEASE NOTE:

The units are 'stand-alone' modules, so you can commence your Diploma on any date, and/or on any module!

Additional training, tutorials and/or assessments may be arranged after this time, at negotiated rates, and candidates are expected to have completed the program within twenty four months from commencement.

NEXT's Training and Assessment Programs

This training package consolidates the high standards expected of training personnel in the current training industry and cross-industry environments. It integrates an increased number of units, which are discretely focused, allowing for a flexible range of suitable combinations, providing for our client's diverse work needs, and assisting in the structuring of suitable training programs.

We will provide additional support in terms of communications by phone, e-mail and fax as required.

Entrants must hold the core units of the TAA40104 Certification IV in Training and Assessment, or be able to demonstrate equivalence.

Prospective candidates are expected to have access to a workplace environment, practice or simulated, where knowledge and skills can be applied.

Assessment

Formative assessments occur throughout the duration of the face-to-face delivery as well as throughout set meetings and any additional tutorial or work-visit sessions.

Summative assessments are based on the compilation of a portfolio of evidence gathered before, during and after the training, including written assessments, observational checklists and practical work samples.

Assessment for this program consists of the completion of a number of project area assessment tasks.

On-going informal assessment is conducted throughout the training through verbal questioning, written work, case studies, observation of practical demonstrations and workplace project.

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Recognition of Prior Learning

Recognition of Prior Learning / Recognition of Current Competencies. If you believe you have had sufficient previous education, training and/or experience in any particular area, you may be eligible for RPL/RCC through components of the program. Contact an RPL Assessor at NEXT Training Pty Ltd. Our fees are listed below.

Program

- We begin at 8.30am, and conclude at 4.30pm each day.
- RPL is arranged at mutually convenient times.

PROGRAM INVESTMENT

TAA50104 DIPLOMA OF TRAINING AND ASSESSMENT	\$3000.00
TAA50104 UPGRADE FROM BSZ40198	\$1500.00
RPL PROCESS – Specific units	\$150.00 per unit
FULL QUALIFICATION RPL PROCESS	\$1800.00

- Fees are GST exempt
- Fees are inclusive of comprehensive training and assessment materials, delivery and post-service support, and full catering.
- Group bookings, and other discounted rates may apply.



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NEXT offers training, assessment & consultancy services under three types:

- Recognised Qualifications, Courses and Services.** We also provide external consultancy services, including RPL.

- General Training Courses.** These remain popular, including Business Management and Supervision, as well as Personal and Organisational Development.

- Integrated Business Development Solutions.**
NEXT can incorporate a tailored and exclusive training and assessment system into your business, to align with your organisation's strategic plans and the Australian Quality Training Framework.

Recognised Qualifications, Courses and Services are our primary products and services, being all those that fall under our Scope of Registration as a Registered Training Organisation.

NEXT has two Vocational Training Areas under its Scope of Registration; these being General Education and Training, with **our TAA40104 Certificate IV and Diploma in Training and Assessment** programs, and Business Services, with our **Certificate IV in Business (Frontline Management) and Diploma of Business (Frontline Management)**.

Every training program is competency based, and the qualifications ensuing are recognised under the Australian Qualifications Framework.

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Thank you for this opportunity

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