NEXT Training Pty Ltd

ABN 42 058 499 871 ACN 058 499 871

REGISTERED TRAINING ORGANISATION

TAE40110

Certificate IV in Training and Assessment

become a qualified trainer / assessor

LEARN FROM THE SPECIALISTS

NATIONALLY RECOGNISED TRAINING

Welcome to NEXT Training's new TAE40110!

NEXT Training is proud to announce that our new TAE40110 is now available. The TAE40110 Certificate IV in Training and Assessment is the qualification required by trainers and assessors to train and assess in TAFE Colleges and private Registered Training Organisations. The TAE40110 supersedes the TAA40104 Certificate IV in Training and Assessment although the new TAE40110 qualification holds the same significance as the TAA40104; it is Nationally Recognised and recognised under the Australian Quality Training Framework by RTOs and employers throughout Australia.

About 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 built from 1992.	We are a quality driven management and personal development training company with 16 years experience, operating on a national and international basis.
First training provider to have CNNXT002 The Competent Trainer Certificate IV in Training and Assessment accredited in 1995.	NEXT Training is at the forefront of training and assessment solutions, being the first Australian training provider to have The Competent Trainer CN NXT002 accredited as Certificate IV in Workplace Training in 1995. Now, as part of the ongoing development of Vocational Education and Training in Australia, Training Packages are continuously enhanced and continually improved.
Our own innovative *'Creative Learning'* resources initially developed in 1995.	No *'off-the-shelf'* resources for you! Our own renowned, well structured, innovative *Creative Learning* resources, based on National Training Packages, include comprehensive Learning Guide and Assessment Portfolio, in both hard and electronic copies. These publications are available for purchase by Registered Training Organisations and other training providers, and can also be tailored to suit specific oranisations, incorporating operating procedures, examples of recording needs based on training and assessment needs of specific organisations.
Our sincere commitment to competence and excellence.	We value our vast experience in professional training and development services, including our short development courses, and remain committed to keeping our standards high. **NEXT Training *IS* for you -** • 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.
Flexible delivery modes	We do offer the self-paced option for those with specific needs, also on a national and international basis. Also flexible entry and exit points.
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 assess our candidates on their preparation and presentation performance – the *'actually doing it'* part! We base our delivery on work-based 'action learning' principles.
Provide constant mentoring and 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!**	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. Training can be conducted in your house or ours. Evenings and weekends as well.
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.

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why NEXT Training?

NEXT is here to empower people, industries and organisations in the public and private sectors to prosper in the face of change and not to give in, in the face of adversity.

Winning trainers and facilitators get the ball rolling. Winning trainers get results in the form of measurable learning achievements among individuals and groups with whom they work - greater retention, better on-the-job application and increased learner interest. Winning trainers have mastered the use and importance of *experiential training strategies for all learning styles.* This course is packed with exciting strategies that you will be able to apply immediately. Winning trainers motivate their employees / participants with activities that make work fun and get results!

what do *YOU* want out of this program?

To advance your career as a ....

- Trainer and assessor
- Training and assessment consultant
- Program designer
- Co-ordinator
- Coach and/or mentor
- Advisor, administrator?

Now, more than ever, it is extremely important for you to identify what you really want out of this program. What benefits are important to you? What outcome/s do you want to achieve and in what time frame?

Are you currently working in a teaching or training and assessment environment, have years of experience and would prefer to complete your qualification quickly?

Do you want to advance or change your career and become a workplace trainer / workplace assessor?

NEXT Training offers many different Certificate IV in Training and Assessment delivery approaches. We appreciate that flexibility is important.

as a *manager*, what outcomes do you want for your investment in *your people*?

- *Having great trainers and assessors on your team, who consistently perform to a high work standard?*
- *Knowing, that as the result of achieving their qualification through NEXT, your trainers and assessors will be an asset to your organisation and/or to your Registered Training Organisation, by being able to provide AQTF compliance support.*

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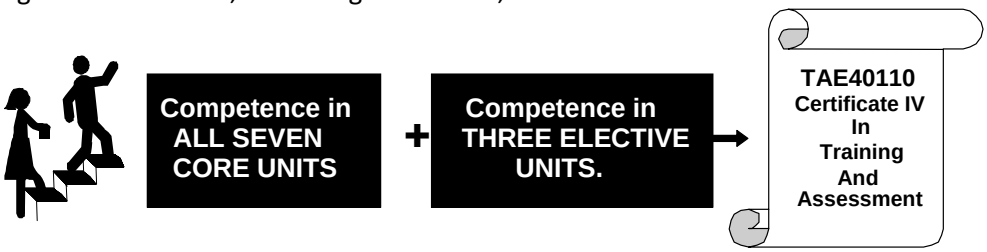
TAE40110 Certificate IV in Training and Assessment

TAA40104 Certificate IV in Training and Assessment was very well received throughout the VET sector as a benchmark qualification for those delivering education and training both in the VET sector and in the wider education community where VET-related programs are delivered. The qualification has been in operation for some five years, and given the importance of the qualification for the sector, a review was necessary and timely. Colleagues from around the country have contributed to a robust critizue of the existing qualification, which has resulted in this updated qualification. TAE40110, reflecting the broad requirements of the constituency.

This NEW training program leads to the Certificate IV qualification under the TAE10 Training and Education Training Package. Therefore, persons who deliver recognised training in TAE10 units of competency and qualifications, through or on behalf of an RTO, must be able to demonstrate their vocational competence in education, training and assessment. The benchmarks for demonstration of this vocational competence are the relevant competency standards of TAE10 Training and Education Training Package or equivalent competence.

The qualification specifies the competencies required to deliver training in an industry, in a Recognised Training Organisation, or in an area of subject matter expertise, and to conduct competency-based assessments in a range of contexts. Ten Units of Competency make up the TAE40110 Certificate IV in Training and Assessment, consisting seven core, and three elective units.



If you would like the facilitator to focus on one or more areas, or have other topics in mind, please discuss these with us. The competencies for this program include:

Stream	Code	Title	Core / Elective
Design	**TAEDES401A**	**Design and develop learning programs**	**C**
	TAEDES402A	**Use Training Package/s and accredited courses to meet client needs**	**C**
Deliver	TAEDEL301A	Provide work skill instruction	E
	TAEDEL401A	Plan, organise and deliver group based learning	C
	TAEDEL402A	Plan, organise and facilitate learning in the workplace	C
	TAECMM401A	Make a presentation	E
Assess	**TAEASS301A**	**Contribute to assessment**	**E**
	TAEASS401A	**Plan assessment activities and processes**	**C**
	TAEASS402A	**Assess competence**	**C**
	TAAASS403A	**Participate in assessment validation**	**C**

Units above are included in NEXT's general "Certificate IV" program, however flexible pathways allow for the attainment of additional units, as relevant to individual client needs.

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Overview of NEXT's TAE40110 Certificate IV in Training and Assessment program

PART A - DESIGN

1. *The Concept of Competence*
   - *1.1 Working effectively in VET*

2. *Competency based training and assessment needs at work*
   - *2.1 The competency based assessment process*
   - *2.2 Will training always solve the problem?*

3. *Research and interpret training packages for workplace needs*
4. *Research, design and develop competency-based learning programs.*

PART B – DELIVER

5. *Plan, organise and facilitate learning in the workplace*
   - *5.1 Different development approaches*
   - *5.2 Work-based learning pathways,*
   - *5.3 Design, arrange and facilitate individual / team development session*
   - *5.4 Conduct and review development sessions*

6. *How adults learn*
   - *6.1 Adult learning styles, principles and theories*
   - *6.2 The good and the bad*
   - *6.3 Roles and responsibilities*
   - *6.4 Be an effective communicator!*

7. *Plan, organise and deliver group based learning*
   - *7.1 Design and arrange structured multi- training sessions*
   - *7.2 Develop session plans*
   - *7.3 Preparing or accessing appropriate presentation aids, materials and techniques*
   - *7.4 Deliver, evaluate and review training sessions.*

PART C - ASSESS

8. *Plan, prepare and conduct assessments (including RCC/RPL) in the workplace*
   - *8.1 Plan and organise assessment activities and processes*
   - *8.2 Develop session plans*
   - *8.3 Assess competence*
   - *8.4 Participate in assessment validation*

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Program delivery ...

We have learnt, through our extensive experience in developing and delivering this program over so many years, that it is recommended to attend the full 10 days of face-to-face delivery, discuss and complete assessment projects with us so you can complete your qualification in as short a time as possible, whilst ensuring efficient implementation of competencies.

- All assessment activities are presented during the training program.
- Together with the formal assessment, informal assessments are conducted through verbal questioning, group activities, written tasks, case studies, and observation of practical demonstrations.
- You are given practical days to prepare and complete some assessment instruments
- You can work in small groups to plan and develop some assessment projects
- You can use activities during the program towards assessment projects
- You are given an Assessment Portfolio in electronic and hard copy forms, and this allows you to keep in touch with us by email so that we can guide your progression, even after hours.
- We all work through this portfolio throughout the 10 days, so that you can start and complete assessment activities during training in a practical manner
- We are aware that our program requires considerable time commitment from you in the short term, however, we assure you it will save you heaps of time in the long run.
- We do not offer a 'quick fix' program of 3-5 days duration, and then leave you to complete the assessment activities in your own time, requesting you hand in your evidence once you have finished. Because of this, our completion rate is in excess of 95%. This is why our program is delivered over 10 days
- If, by the end of the program you have not completed some of the assessment projects, you can complete them after the program conclusion and submit them later.
- Scheduling can easily be modified to suit your circumstances as needed, but ideally the total number of training hours should not be reduced unless you are currently working in a training and/or assessment environment and have relevant knowledge and skills.
- We believe the ***unique added plus*** for you is our widely acclaimed ***Creative Learning*** TAE40110 Learner's Guide you will receive and be able to use, not only during the program, but in the future as a practical and valuable workplace training and assessment tool.

What some participants say ...

" I enjoyed the training because it was flexible enough to enable me to incorporate workplace scenarios into the assessments. I found this really valuable as it enabled me to experience the reality of the training as it applied in the workplace." – Mark McCoombes Energex EsiTrain

✪ ✪ ✪ ✪

"The trainer had so much enthusiasm and passion for the subject, as well as for the participants. It was a blast!"- Kim Berry – APM

✪ ✪ ✪ ✪

"Content was well organised, and well written, and critical areas taught rigorously. Practical assessment tasks were really helpful, not only in practicing skills, but for building confidence and reassurance on ability. The facilitator obviously has heaps of experience in training within our industry, and her persona puts trainees at ease. Her use of anecdotes, questions, activities and well spaced breaks makes for a beneficial learning environment." -Jo Taylor. Aus-Aid

✪ ✪ ✪ ✪

"Rhonda, thank you so much for what you have done for me. Don't change for anyone! Your style and professionalism is outstanding and supportive, and facilitates learning for any person. You have set the industry standard and your company will always be out in front." -Peter Deller.

✪ ✪ ✪ ✪

It was a great course. Thanks to the facilitator for maintaining dynamic delivery techniques and enthusiasm throughout." -Robert Markwell.

✪ ✪ ✪ ✪

"The Learning Guides were easy to understand and use. I was able to easily find tasks in my job which applied to the questions and scenarios that we were learning about in the Learning Guides." I enjoyed studying this way" – Ian Tunbridge - Energex

✪ ✪ ✪ ✪

"In most training courses I start to fall asleep. Not so in this course. Thank you NEXT! " -Pam Crosby

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NEXT's training and assessment program delivery options

To best suit the needs of individual clients, client groups and organisations, we have designed several program structures, focusing on different delivery needs, times and practice opportunities.

All programs cover exactly the same content, the key differences being the pace and attendance dates.

These are the options:

- **Fast Track** approach. If you are currently working in a training and/or assessment environment and have the relevant knowledge and skills, this new approach is for you! This option offers a blended approach combining workplace based learning and assessment with regular coaching sessions.
- **10 days intensive program (*Recommended)*:** Conducted over three consecutive weeks, allowing for practical days to plan, prepare and complete specific assessment activities during the program and gain qualification at conclusion of the program.
- **Bi-monthly program**. Two five (5) day workshops over two months. This approach enables you to select appropriate dates during the year; or
- **Negotiated flexible training options to suit your needs,** or the needs of your organisation.
- **Our Recognition of Prior Learning** process, due to work and life experiences in the training and assessment fields.
- **Or dates to suit your requirements.**

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Make your choice...

To best suit the needs of individual clients, client groups and organisations, we have designed several program structures, focusing on the different delivery needs, times and practice opportunities. Training begins at 8.30am and concludes at 4.30pm each day.

OPTION 1 **- 10 day intensive program** (8.30am-4.30pm)

1st week-Monday to Friday
2nd week Tuesday, Wednesday, Thursday, Friday
3rd week-Friday.

2010 dates
11 - 29 October
15 November - 03 December

OPTION 2 **Bi-monthly program – no breaks inbetween.** (8.30am-4.30pm)

2010 dates
11 - 15 October
29 November – 03 December

OPTION 3 **Saturdays - 10 Saturdays** (9.00am to 4.00 pm)

2010 dates
September 25, October 2, 9, 16, 23, 30, November 6, 13, 20, 27, December 4, 11.

OPTION 4 **Our RPL / RCC processes**

Rolling dates:

Flexible pathways allow for the attainment of the qualification as relevant to the participants' needs. As these are 'stand alone' modules, participants are welcome to commence and attend the specific units on dates suitable to their requirements, and we would be happy to discuss a flexible learning plan for individuals or for a group.

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Resource requirements including Language, Literacy and Numeracy requirements:

There are no formal entry requirements for this program, however you will need:

- Access to a computer with internet connection
- Research skills
- Sufficient language, literacy and numeracy skills to complete the program, for example:
    - Ability to interpret and comprehend written information to developlearning and assessment content and processes
    - Language skills to provide clear information/instructions and to demonstrate effective communication skills, i.e. to give, receive interpret feedback to the necessary level between trainer/assessor and client group.

Did you gain the TAA40104 Certificate IV from NEXT Training?

If so, you can be upgraded to TAE40110 Certificate IV in Training and Assessment for a fee of $120.00 - to cover our administrative costs.

(No attendance required!)

Did you gain the TAA40104 Certificate IV from another RTO?

If so, TAA40104 then you will need to complete our RPL process, and the fee for you to receive your TAE40110 Certificate IV in Training and Assessment is $250.00

The mediocre trainer ***tells***.
The good trainer ***explains***.
The superior trainer ***demonstrates***.
The GREAT trainer **INSPIRES**.
Anon.

Which do you want to be?

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take your NEXT step up...

Program investment

TAE40110 CERTIFICATE IV IN TRAINING AND ASSESSMENT Intensive	*$1550.00*
TAE40110 CERTIFICATE4 IV IN TRAINING AND ASSESSMENT Progressive program	*$1550.00*
TAE40110 CERTIFICATE IV IN TRAINING AND ASSESSMENT FAST TRACK program	*$1250.00*
TAE40110 UPGRADE FROM BSZ40198 TO TAE40110 - option 1 (5 days)	*$1000.00*
TAE40110 UPGRADE FROM BSZ40198 TO TAE40110 WORKSHOP - option 2 (3 days)	*$750.00*
TAE40110 UPGRADE FROM TAA40104 CERTIFICATE IV IN TRAINING AND ASSESSMENT (if qualification issued by NEXT Training)	*$120.00*
TAE40110 UPGRADE FROM TAA40104 CERTIFICATE IV IN TRAINING AND ASSESSMENT (if qualification issued by another RTO)	*$250.00*
RPL PROCESS – full program	*$900.00*
RPL PROCESS – with BSZ40198	*$750.00*

- fees include full catering (on intensive and bi-monthly programs)
- All fees are GST exempt.
- Fees include comprehensive training and assessment materials, (hard and electronic copies), professional delivery, post-training follow-up monitoring and on-going mentoring services.
- Every training program is competency based, and the qualifications ensuing are recognised under the Australian Qualifications Framework.

To enrol

Simply complete the enrolment form on page 13. When we receive your completed enrolment form we will confirm your place on the program of your choice. If you have any queries, please contact us!

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Contact NEXT to discuss specific training and development needs

If required, you are welcome to contact us to discuss a range of issues to assist in evaluating current standards of performance and to determine relevant development/recognition areas to support your needs. Discussions could include:

- your individual career/vocational goals;
- your organisational needs or restrictions,
- the qualification competencies at different AQF levels, and packaging requirements for qualifications;
- the related program structure, training modules/program parts;
- any optional strategies for development and recognition (including RPL/Credit Transfer;
- specific client service needs for training and assessment (including but not limited to language, literacy and numeracy requirements, physical access for events, dietary requirements, etc.). There are no barriers to entry on the grounds of age, gender, physical ability, or social background.

NEXT offers three types of training, assessment & consultancy services

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

2. ***Short Courses.*** These remain popular, including Business Management and Supervision, as well as Personal and Organisational Development. (See details next page.)

3. ***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.

NEXT has two vocational training areas under its scope ...

TAA40104 Certificate IV in Training and Assessment
TAE40110 Certificate IV in Training and Assessment
TAA50104 Diploma of Training and Assessment

BSB40807 Certificate IV in Frontline Management and
BSB51107 Diploma of Management.

NATIONALLY RECOGNISED TRAINING

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Contact us for our current program catalogue!

NEXT continues to offer general personal and organisational development short courses, including ...

- The Competent Manager
- The Competent Supervisor
- Leadership in Action
- Dealing effectively with those insufferable people!
- Delivering Exceptional Customer Service
- The Winning Trainer!
- Advanced Train the Trainer (training strategies that make learning fun and get results)
- The Competent Communicator
- Managing People working effectively with difficult people!
- Writing for Results
- The Outstanding Presenter – Business Presentations Plus
- Developing Positive Assertiveness
- The Professional Receptionist
- Professional Telephone Techniques
- Successful Self Management (Time Management)
- Managing Stress
- Managing Personal Change.....***and more!***

CUSTOMISED CORPORATE OPTIONS

These programs can be customised to meet your needs over durations of one day, or 30, 60 or 90 minute cameos in a conference or lunch/ breakfast function, or on an in-house basis in your preferred venue, or at NEXT.

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ENROLMENT FORM

Please use this enrolment form to reserve your place/s on training programs, courses, workshops and seminars.
For your convenience, we suggest you photocopy this page and either email or post it to NEXT.

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Surname: .....Initials.....

Title: Mr/Mrs/Ms…….... First Name:.....

Name you wish to appear on certificates *(if different from above)* .....

Organisation: .....

Role/Position Title: .....

Address: .....

.....Post Code: .....

Telephone: (W) .....Fax:.....

Telephone: (Mobile/AH).....Email: .....

Program/Course you wish to enrol on: .....

Preferred Dates: .....

Authorising Officer: *(if applicable) Print name:* .....Authorising Officer *(Signature)*:.....

Telephone: .....Fax:.....Email:.....

Please indicate who will be making payment for this training ☐ Organisation ☐ Self

Comments:
(Dietary requirements / language / literacy / numeracy / physical or sensory difficulties)

……

……

(Payment is requested prior to course commencement, however, if this is inconvenient, please advise us and we will negotiate alternative arrangements.)

Details for direct debit payment:

Bank: Bank of Queensland Ashgrove

BSB: 124035

Account No: 21437185

Account Name: NEXT Training Pty Ltd Holding

Thank you for choosing NEXT

We look forward to welcoming you!

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From the team at NEXT, thank you for this opportunity.

We look foward to welcoming you!

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