



### WHO SHOULD ENROL INTO THIS QUALIFICATION

#### 招生对象

Individuals for whom training is a large part of their jobs or a full job function within a structured training and assessment system. People, who have the skills to design, implement, manage and evaluate assessment and training systems.

本课程适合从事专职培训工作中培训职责占据很大比例的人士，其具备安排设计，执行，管理和评估培训与考核系统的能力。

The course outlines the skills needed to be able to plan and deliver training sessions to groups and individuals, while also providing you with the knowledge necessary to assess their effectiveness. It covers 14 units of competency designed to achieve successful workplace training.

本课程概括了担任此类工作所需技能，使学生有能力为团体或个人安排和提供培训讲座，学生更可获得评估培训有效性的必备知识。此课程一共十四门课，以确保工作场所培训的顺利开展。

- This qualification is recognised nationally under the Australian Qualifications Framework (AQF)

该证书经由澳大利亚学历资格认证纲要评审，在全澳洲范围内获得认可

- A summary of the employability skills developed through this qualification can be accessed from:

查看更多与该证书就业技能相关摘要可点击如下网址：

<http://employabilityskills.training.com.au>

### DURATION

#### 学期

The qualification can be completed within 9 to 12 months dependant on your full-time/part-time status.

该课程须在九个月至十二个月内完成，这取决于您是选择全日制学习还是在职进修。

### PRE-REQUISITES

#### 预修课程

Those wishing to gain entry for this qualification must be competent at Certificate III, however participants who have had sufficient employment experience relevant to this level of qualification, typically in order of two years, would be a satisfactory indicator.

入读此课程，学生必须已完成三级证书。若报读学生已有与三级证书水平相当的学历或经历，即，至少两年的相关工作经验，也可报读本课程。

### QUALIFICATION RULES

#### 课程要求

To achieve a Certificate IV in Training and Assessment, 14 units must be completed:

您需要完成十四门课程以获得《培训与考核四级证书》，包括：

- 12 Core units  
十二门必修课程
- 2 Elective units  
二门选修课程

## CORE UNITS

必修课程	修	课	程
TAAASS401C-	Plan and organise assessment 绩效考核的计划与安排		10
TAAASS402C-	Assess competence 能力考核方法		15
TAAASS403B-	Develop assessment tools 绩效考核工具和方法的形成与应用		30
TAAASS404B-	Participate in assessment validation 绩效考核的标准和使用说明		20
TAADEL401B-	Plan and organise group-based delivery 团体培训的计划与安排		20
TAADEL403B-	Facilitate individual learning 个人学习的促进		15
TAADEL404B-	Facilitate work-based learning 在岗学习与实践		15
TAADES401B-	Use Training Packages to meet client needs 满足客户需要培训套装的制定和应用		20
TAADES402B-	Design and develop learning programs 学习计划的设计和形成		40
TAAENV401B	Work effectively in vocational education and training 职业教育培训在工作中的实际应用		10
TAAENV402B-	Foster and promote an inclusive learning culture 包容的学习文化的促进和推广		10
TAAENV403B-	Ensure a healthy and safe learning environment 确保健康安全学习环境		10

## ELECTIVE UNITS

选修课程	修	课	程
TAADEL402B-	Facilitate group-based learning 团体集中学习的促进		20
TAADEL301C-	Provide training through instruction and demonstration of work skills 通过指导和演示工作技巧来提供培训		40