

Recognition of Prior Learning

Definition

Recognition of Prior Learning (RPL) acknowledges the full range of an individual's skills and knowledge, irrespective of how it has been acquired. This includes competencies gained through formal study, work experience, employment and other 'life' experiences.

Policy

Continuing Education and Arts Centre of Alexandra (CEACA Inc.) ensures that an individual's prior learning is recognised irrespective of how or where the learning has taken place. Applications for RPL will be managed and assessed by a person or persons with relevant qualifications.

Principles

Individuals who are granted RPL will be issued with the relevant qualifications as appropriate.

There will be two types of applications;

- A) Standard exemptions/Credit for previous formally recognised training
- B) Recognition of work and life experiences, including non-formally recognised training.

Charges levied for a (B) type RPL application include an administration fee and an assessment fee. See Skills recognition pamphlet.

RPL will be granted for

~ Modules where it can be substantiated that the applicant has achieved the key learning outcomes/units of competence.

Procedure

Applications for RPL should be lodged to the CEACA office with relevant documents attached. See skills recognition pamphlet.
An assessment and verification of the application will be undertaken. Applicants may appeal a decision. Appeals should be lodged with CEACA Inc.

Course fees for 2010

\$875 or \$490 concession (including tuition \$505/\$120, materials \$250, use of resources & facilities \$120). A \$200 deposit must be paid on enrolment to secure your place.

Refunds

Will be given depending on timing of withdrawal. An administration fee of \$20 will be charged. Please see refund policy & student handbook.

Contact us

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December 2009

Nationally Accredited

Certificate IV in Training & Assessment

TAA40104 2010



RTO No. 3730



Course Aims

This competency-based program provides essential training for personnel responsible for workplace training and assessment.

Career opportunities

A wide range of positions in workplace training become available to you with this course. It is a required qualification in the Training and Assessing fields.

Pathways

Employment in TAFE and RTOs and further study eg: Diploma in Training and assessment.

Entry requirements

Prerequisites for entry to this course are literacy skills to meet demands of the workplace.

Delivery/Attendance

One day **OR** two evenings per week for 5 months **OR** one evening per week for 9 months.

No classes in school and public holidays.

Refer to timetable.

Additional time will be needed for study out of class time.

Course Materials

The course materials are included in your fees.

Use of Facilities at CEACA

Students are entitled to free use of computers and internet for work related to their course.

Tutors

Tutors for the course have a mixture of Teaching, Industry Experience and Workplace Training Qualifications. They are available by arrangement for additional assistance outside scheduled class times.

Certificate IV Training & Assessment - TAA40104

Unit Code

Title

Core

TAAENV401B	Work effectively in vocational education & training
TAAENV402B	Foster & promote an inclusive learning culture
TAAENV403B	Ensure a healthy & safe learning environment
TAADES401B	Use training packages to meet client needs
TAADES402B	Design and develop learning programs
TAADEL401B	Plan and organise group-based delivery
TAADEL404B	Facilitate work-based learning
TAADEL403B	Facilitate individual learning
TAAASS401C	Plan & organise assessment
TAAASS402C	Assess competence
TAAASS403B	Develop assessment tools
TAAASS404B	Participate in assessment validation

Elective

TAADEL402B	Facilitate group- based learning
TAAENV404B	Develop innovative ideas at work

Assessment

An assessment is made for each module.

This may take the form of:

- ~ an assignment to be completed and handed in for assessment
- ~ specific tasks to be carried out under observation from the tutor
- ~ short question and answer test
- ~ project design and production by a group



Adult Education in
the Community



Victorian Registration &
Qualifications Authority



NATIONALLY RECOGNISED
TRAINING