

This application form is to be completed for any student applying for entry to the TAE40116 Certificate IV in Training and Assessment.

Section A – Your Details

Title: _____ Surname: _____

First Name: _____ Other Names: _____

Date of Birth: _____ Gender: M F

Email: _____

Postal Address: _____ State: _____ Post Code: _____

Contact Number: _____

Do you have an existing USI (Unique Student Identifier)? YES NO

If YES, please provide the 10 digit number: _____

Section B – Employment Details

Organisation: _____ Site Location: _____

Position Title: _____ Department: _____

Contact No. : _____

Section C – Learner Requirements

Do you have any special needs of which we should be aware? i.e. Disability, Literacy/numeracy, etc.

YES NO If YES, please specify: _____

Section D – Course Information

Please choose the program you are applying for:

TAE40116 – Certificate IV in Training & Assessment	Course Date
Module 1 – Introduction to training and assessment	<input type="checkbox"/> Dates:
Module 2 – Design training	<input type="checkbox"/> Dates:
Module 3 – Delivering training	<input type="checkbox"/> Dates:
Module 4 – Plan, Design and develop assessment	<input type="checkbox"/> Dates:
TAE10 – TAE16 Transition (Module 4)	<input type="checkbox"/> Dates:
TAESS00015 Enterprise trainer and assessor skill set (Module 1 & 4)	<input type="checkbox"/> Module 1 Dates: Module 4 Dates:
Unit - TAELLN411 Address adult language literacy and numeracy skills	<input type="checkbox"/> Dates:
Unit - TAEASS502 Design and Develop Assessment Tools	<input type="checkbox"/> Dates:

Payment Information:

Please nominate who will pay for this training: Individual Company

Cost of Service (COS) Information – for company bookings only

Please list the contact details of the person we will liaise with about the COS and Purchase Orders for this booking:

Name: _____ Phone: _____

Email: _____

Section F – Supporting Documents

It is an ETAS Group requirement for all participants attending any of the units, skill sets or qualifications from the Training and Education Training Package to provide us with suitable documentation to support your application for enrolment. This entry requirement is to enable us to determine your suitability for enrolment in our programs based on your existing related skills and knowledge.

Each applicant is required to provide a small portfolio of supporting evidence along with this application form:

- **Current Resume**
- Current or most recent **Job Description** and
- **Referee Report** completed by your supervisor (Please see the attached on pg. 5).
- **Self Assessment** (Please see the attached on pg. 4).
- **Examples of training and assessment from the workplace.**

Please make sure all documents are included in the reply email to courses@etasgroup.edu.au.

Disclaimer

I understand that effective engagement in the course offered and delivered by ETAS Group for this qualification is based on the set of prerequisite skills and experiences as outlined in the enrolment process.

I acknowledge that I have provided all relevant information on my previous experience and knowledge related to my suitability for enrolment in this course.

Sign: _____ Date: _____

Next Step:

Have you completed the following? (Please tick)

- Application form
- Current Resume
- Job Description
- Attached Referee Report
- Entry Requirements Self-Assessment - displayed on the next page.
- Examples of training and assessment from the workplace

If YES, please send through all documentation to courses@etasgroup.edu.au.

Thank you and we look forward to working with you.

Entry Requirements – Self Assessment

This self-assessment has been designed to help establish the prior skills and knowledge of participants before attending any ETAS programs related to the Training and Education Training Package, specifically the Certificate IV Training and Assessment. Those entering this program must also be able to demonstrate vocational competency in their proposed teaching and assessing area.

Compulsory - Please attach evidence to support your self assessment. Evidence may include but is not limited to:

- Training plans, session plans or learning plans of training that you have conducted
- Assessments from the workplace that you have conducted
- Developed or adjust a learning program
- Developed or adjust an assessment

Name of applicant:	
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Do you have experience:	Yes	No
Preparing and conducting training sessions	<input type="checkbox"/>	<input type="checkbox"/>
Comment:		
Preparing and conducting assessments (including VOC's)	<input type="checkbox"/>	<input type="checkbox"/>
Comment:		
Knowledge and application of different assessment methods	<input type="checkbox"/>	<input type="checkbox"/>
Comment:		
Designing learning programs and assessment materials	<input type="checkbox"/>	<input type="checkbox"/>
Comment:		
Interpreting and applying internal training/assessment related policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>
Comment:		
Knowledge and application of workplace health and safety policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>
Comment:		
Do you have at least 3 years' industry area and subject matter experience to deliver training in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Comment:		

Signature:	Date:

Referee Report – Confidential

As part of our Certificate IV Training and Assessment program, we are seeking evidence to support a judgement about the candidate’s skills and knowledge prior to being accepted on to this course. We are seeking reports from the supervisor or recent supervisor who work, or have worked, closely with the applicant.

Name of applicant:	
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Name of supervisor:	
Workplace:	
Position:	
Phone:	

<p>How long have <u>you</u> worked in the above position?</p> <p>What is your experience and/or qualification(s) in the area being addressed?</p> <p><i>(Please include any assessment or training qualifications.)</i></p>	
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Has the candidate:	Yes	No
1. Organised, contextualised and evaluated learning resources and materials for training sessions?	<input type="checkbox"/>	<input type="checkbox"/>
2. Conducted training sessions? How often? _____	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicated with learners prior to training sessions to confirm program details?	<input type="checkbox"/>	<input type="checkbox"/>
4. Used delivery techniques to structure, pace and enhance learning?	<input type="checkbox"/>	<input type="checkbox"/>
5. Monitored learner progress and outcomes in consultation with learners and adjusted to suit learner’s needs?	<input type="checkbox"/>	<input type="checkbox"/>
6. Assessed candidates in the workplace? How often? _____	<input type="checkbox"/>	<input type="checkbox"/>
7. Reported and recorded assessment decisions in line with internal policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>
8. Demonstrated knowledge and application of workplace health and safety policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>
9. Please note any internal policies, procedures and systems that the candidate is familiar with that relate to training and assessment? (For example: RTIO LMF, Prospect, Element etc)		

Any further comments to support the applicant’s enrolment into an ETAS TAE program	
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Supervisor signature:	Date:
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