



**FAMILY PLANNING NSW**

[www.fpnsw.org.au](http://www.fpnsw.org.au)

# Career Development Education Calendar



Family Planning NSW  
Education & Training Unit  
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T: 02 8752 4349  
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# Certificate IV in Training & Assessment TAE40110



NSW Vocational  
Education & Training  
Accreditation Board



NATIONALLY RECOGNISED  
TRAINING

## Total cost \$1750

Certificate IV in Training and Assessment is designed for people needing to deliver, design and assess training in their field of expertise.

Family Planning NSW has organised the qualification into three components

1. 10 days of face to face training (divided into four modules)
2. In-class assessments
3. Self study to complete the workplace assessment tasks (four in total)

The full qualification is offered twice a year in four month semester blocks. It has 10 units of competency made up of 7 core units and 3 elective units.

## Units of competency:

- TAEDES401A Design and develop learning programs
- TAEDES402A Use training packages and accredited courses to meet client needs
- TAEDEL301A Provide work skill instruction \*
- TAEDEL401A Plan, organise and deliver group-based delivery
- TAEDEL402A Plan, organise and facilitate learning in the workplace
- TAEDEL404A Mentor in the workplace \*
- BSBCM401A Make a presentation \*
- TAEASS401A Plan assessment activities and processes
- TAEASS402A Assess competence
- TAEASS403A Participate in assessment validation

\* denotes elective units

The number of days indicated refers to the days participants are required to attend face to face training.



*This course has been endorsed by APEC number 060310255 as authorised by Royal College of Nursing, Australia according to approved criteria. Attendance attracts 160 RCNA CNE points as part of RCNA's Life Long Learning Program (3LP).*

# MODULE 1

## Plan & Design Training

TAEDS401A, TAEDS402A

**2 days**

This module focuses on the essential knowledge and skills required to plan and design training within a vocational education learning environment.

You will learn how to:

- Plan training which meets the learning and assessment needs of the organisation and individuals using nationally recognised standards
- Design and develop training content
- Customise training to meet specific learning needs
- Identify appropriate assessment options
- Work within the Vocational Education and Training policy framework

**DATES** 8 & 9 March 2011 or  
17 & 18 August 2011

**VENUE** Ashfield

**TIME** 9.30am – 4.30pm



*This course has been endorsed by APEC number 060310255 as authorised by Royal College of Nursing, Australia according to approved criteria. Attendance attracts 32 RCNA CNE points as part of RCNA's Life Long Learning Program (3LP).*

# MODULE 2

## Training & Presenting to Groups

TAEDEL401A, BSBCMM401A\*

**3 days**

This module will enable you to organise and deliver training for groups as well as prepare appropriate resources for training. You will also learn how to make effective presentations.

You will learn how to:

- Adapt to different learning environments using a variety of delivery methods
- Prepare session plans and learning resources
- Deliver and facilitate training sessions
- Support and monitor learning
- Prepare, deliver and review presentations

**DATES** 5 – 7 April 2011 or  
13 – 15 September 2011

**VENUE** Ashfield

**TIME** 9.30am – 4.30pm



*This course has been endorsed by APEC number 060310255 as authorised by Royal College of Nursing, Australia according to approved criteria. Attendance attracts 32 RCNA CNE points as part of RCNA's Life Long Learning Program (3LP).*

# MODULE 3

## Workplace Learning & Mentoring

TAEDEL301A\*, TAEDEL402A,  
TAEDEL404A\*

### 3 days

This module provides the necessary steps to determine individual and organisational learning needs. Develop facilitation skills and learn about different learning and development approaches such as coaching and mentoring.

You will learn how to:

- Establish an effective work environment for learning
- Develop and implement a variety of work-based learning pathways
- Establish, maintain, develop and evaluate the learning/facilitation relationship
- Monitor and review the effectiveness of work-based learning pathways
- Develop and facilitate a mentoring process
- Evaluate the effectiveness of mentoring

DATES 10 – 12 May 2011 or  
25 – 27 October 2011

VENUE Ashfield

TIME 9.30am – 4.30pm



*This course has been endorsed by APEC number 060310255 as authorised by Royal College of Nursing, Australia according to approved criteria. Attendance attracts 48 RCNA CNE points as part of RCNA's Life Long Learning Program (3LP).*

# MODULE 4

## Workplace Assessment

TAEASS401A, TAEASS402A,  
TAEASS403A

### 2 days

This module provides the techniques to plan and organise assessment and develop assessment instruments as well as appropriately conduct assessments in a competency-based assessment environment. You will also participate in an effective validation process.

You will learn how to:

- Prepare the assessment plan
- Develop assessment instruments and gather quality evidence
- Support the candidate and provide feedback on performance
- Make the assessment decision, record and report on the assessment decision
- Review the assessment process
- Participate in and contribute to the validation process and outcomes

DATES 8 & 9 June 2011 or  
17 & 18 November 2011

VENUE Ashfield

TIME 9.30am – 4.30pm



*This course has been endorsed by APEC number 060310255 as authorised by Royal College of Nursing, Australia according to approved criteria. Attendance attracts 48 RCNA CNE points as part of RCNA's Life Long Learning Program (3LP).*

## Why do Certificate IV in Training & Assessment?

Certificate IV in Training and Assessment (TAE40110) is designed to meet the needs of people who wish to deliver, design and assess training in their field of expertise. It is the industry standard which is accepted by employers as an indicator of the professional skills of trainers and assessors.

Three reasons to do the qualification.

Experienced and less experienced professionals will learn new skills.

Enhance career opportunities in the community services and health sectors or support a career move into training and assessing.

Individual modules can be completed in a timeframe that suits you over a twelve month period.

## Who should undertake Certificate IV in Training & Assessment?

This qualification is of value to those who:

are facilitators, trainers and educators who plan and deliver group-based training programs mainly in a workplace setting

present on their area/s of expertise to different audiences

provide work-based or on the job learning which may include training and human resource development staff, as well as managers and supervisors

have significant responsibility for providing a variety of customised learning pathways such as coaching, instruction and mentoring for staff, trainees and volunteers

have responsibility for planning, organising or conducting assessments in the workplace

want to work as a trainer and/or assessor with a registered training organisation (RTO) or TAFE.

To find out more about other courses in reproductive and sexual health, refer to the FPNSW Education & Training Calendar or visit our website [www.fpnsw.org.au](http://www.fpnsw.org.au). We offer a range of unique courses for service providers, teachers, young people, people with a disability, people from culturally diverse backgrounds and Aboriginal people.

## Presenting and Instructing in the Workplace

**TAEDEL301A, BSBCMM401A\***

### 3 days

Instruct and present with confidence. Develop skills to provide on the job learning to individuals and small groups. Learn to plan, prepare and deliver captivating and engaging presentations to different audiences.

You will learn how to:

- Organise different learning environments, materials and resources to meet learners needs
- Use a variety of delivery techniques
- Prepare session plans
- Deliver, instruct and present to different audiences
- Support and monitor learning
- Review the effectiveness of learning

Includes in-class assessment and a workplace project. People who successfully complete this course will receive Statements of Attainment for the units of competency, TAEDEL301A Provide Work Skill Instruction and BSBCMM401A Make a Presentation.

**DATES** 23 – 25 May 2011  
22 – 24 November 2011

**VENUE** Ashfield

**COST** \$555

**TIME** 9.30am – 4.30pm

## Presenting & Instructing in the Workplace

is designed for people who may not be trainers but who occasionally need to raise the skill levels of staff, or provide professional development and on the job learning to individuals or small groups in the workplace.

### This course is suitable for people:

who present on their area/s of expertise to different audiences both internal and external to the organisation

who provide work-based instruction in a clinical setting including doctors and nurses

who provide on the job training including team leaders, managers and supervisors.

### Three reasons to do the course.

Learn new skills.

Get practical hands on training.

Develop readily transferable skills for the workplace.



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# OTHER NATIONALLY RECOGNISED COURSES

## Sexuality & Health

This is a non-clinical 2 day course for service providers whose role may include delivering information about sexual and reproductive health to members of the community.

The course provides sexual health knowledge and focuses on effective communication of information about sexual health issues for males and females. It provides a broad view of sexual health and includes: women's and men's health, safe sex, STIs and HIV, values and attitudes, sexual diversity, working with culturally diverse groups and people with a disability. A great introduction for community based workers to sexual and reproductive health.

**DATES** 28 & 29 March 2011 or  
8 & 9 August 2011

**VENUE** Ashfield

**COST** \$360

**TIME** 9.30am – 4.30pm



*These three courses have been endorsed by APEC number 060310255 as authorised by Royal College of Nursing, Australia according to approved criteria. Attendance attracts 12 RCNA CNE points each as part of RCNA's Life Long Learning Program (3LP).*

## Issues in Sexuality & Disability

A popular two day course that provides the knowledge necessary to conduct information sessions on sexuality issues. It covers men's and women's sexual health; safe sex; STIs and HIV for people who have an intellectual disability. The program explores issues that people with a disability experience in having relationships and sexual lives. A workplace assessment is optional.

*This course is a pre-requisite to Sexuality Program Planning.*

**DATES** 24 & 25 March 2011 or  
26 & 27 September 2011

**VENUE** Ashfield

**COST** \$360

**TIME** 9.30am – 4.30pm

## Sexuality Program Planning to support people with a disability

Following **Issues in Sexuality & Disability**, this two day program takes participants through the steps of planning an education program, presentation and evaluation, teaching strategies, activities and resources. A workplace assessment is optional.

*Pre-requisite:* Issues in Sexuality & Disability

**DATES** 3 & 4 May 2011 or  
23 & 24 November 2011

**VENUE** Ashfield

**COST** \$360

**TIME** 9.30am – 4.30pm

# SHORT COURSES

## Develop & Provide Community Education

**CHCCD402A**

**2days**

Learn how to conduct an effective community education project. Your project can be big or small, formal or informal. Whatever the project, the same planning skills are needed. This unique course combines learning about planning and information about adult education.

Learn how to:

- identify the education needs of specific groups
- develop a project plan to design and deliver a community education project
- match education strategies to meet a range of needs and learning styles.

Practical activities used are easily transferrable to the workplace. Resources and planning templates are provided.

**DATES** 24 & 25 August 2011

**VENUE** Ashfield

**COST** \$370

**TIME** 9.30am – 4.30pm

## Facilitating Groups

**CHCICS405A**

**2 days**

Designed for community and health sector workers to develop the knowledge and skills needed to facilitate groups with confidence.

Become an effective group leader. Learn how to guide your group to achieve effective outcomes.

This course focuses on meeting individual group needs such as support groups, social skills training groups and health related groups.

You will learn how to:

- plan and design a group session
- use effective group management skills
- evaluate the outcomes of the group session.

**DATES** 22 & 23 March 2011 or  
22 & 23 September 2011

**VENUE** Ashfield

**COST** \$370

**TIME** 9.30am – 4.30pm



*Both these courses have been endorsed by APEC number 060310255 as authorised by Royal College of Nursing, Australia according to approved criteria. Attendance attracts 12 RCNA CNE points each as part of RCNA's Life Long Learning Program (3LP).*



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NATIONALLY RECOGNISED  
TRAINING

**1300 658 886**  
TTY 8752 4360 & NRS 133 677

## **Option to gain a nationally recognised Statement of Attainment**

On completion of either of the Short Courses participants have the option to complete an assessment in the workplace.

Successful completion of the assessment will result in being awarded a Statement of Attainment which is recognised throughout Australia. FPNSW provides individual support to all people who choose to take up this opportunity.

**The Short Courses are suitable for**  
people who work in community development and health promotion including community health centres, women's health, sexual health, youth organisations and migrant resource services  
experienced and less experienced staff who wish to gain new skills  
people who wish to gain formal recognition for their skills in community education or group work.



 **healthline**

The Family Planning NSW anonymous and confidential phone and email service operates Monday to Friday from 8.30am-5.00pm EST.

Healthline welcome questions from people from different cultural backgrounds, religions, ages and sexual orientation, or those who have difficulty in reaching reproductive and sexual health information.

Healthline is for health professionals too.

Healthline gives information, advice and options across a wide range of reproductive and sexual health issues, including:

- contraception
- pregnancy
- men's health
- sexually transmissible infections
- fertility issues
- menopause
- HIV/AIDS
- tubal ligation
- vasectomy

You can email Healthline anytime  
**[healthline@fpnsw.org.au](mailto:healthline@fpnsw.org.au)**

# TRAINING INFORMATION

Family Planning NSW is a Registered Training Organisation.

Many of our courses are based on nationally recognised units of competency and participants can choose to undertake assessments to achieve nationally recognised statements of attainment.

## **RECOGNITION OF PRIOR LEARNING**

There is provision for recognition of prior learning (RPL) in the courses. If a participant wishes to apply for RPL they should contact the Course Coordinator to begin the process. RPL is conducted by interview, examination of documented evidence and through the participant demonstrating competence where necessary.

## **OUR EDUCATORS**

Our educators are qualified trainers and come from a range of professional backgrounds including teaching, disability work and community work.

## **COSTS**

FPNSW aims to keep costs for courses at a reasonable and affordable rate. Individual course costs are on our website [www.fpnsw.org.au](http://www.fpnsw.org.au).

## **CUSTOMISED TRAINING**

In addition to our calendar of training, FPNSW is also able to deliver courses to organisations that would like us to come to them. We can deliver training throughout NSW. To find out more contact [education@fpnsw.org.au](mailto:education@fpnsw.org.au)

## **HOW TO ENROL**

Download a registration form from the Family Planning NSW website, or contact the Course Coordinator on 02 8752 4349 or email [education@fpnsw.org.au](mailto:education@fpnsw.org.au)

## **REFUNDS POLICY**

Full refunds will be made if FPNSW cancels a course. Alternatively, at the participant's request, fees can be transferred to another course being offered by FPNSW.

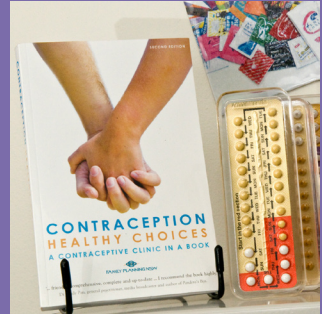
For participants choosing to withdraw from a course, the following fees apply:

1. If more than two weeks' notice is given course fees will be refunded, less a \$33 (GST inc) administration fee.
2. If less than two weeks' notice is given: 50% of the course fee.
3. Withdrawal on the day of the course may incur a fee of 100% of the course fee.

## **PLEASE NOTE**

Course fees and dates are correct at the time of printing however Family Planning NSW reserves the right to alter these fees and dates without prior notice. Check the website for updated details.

For books &  
resources on  
reproductive &  
sexual health



- Contraception
- Pregnancy & birth
- Relationships
- Sexual health for women & men
- Disability
- Menopause
- Periods
- Puberty
- Talking to children about growing up

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Or call us for a catalogue  
02 8752 4307



**FAMILY PLANNING NSW**

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### **Family Planning NSW Education & Training Unit**

Detailed information about our courses can be found on our website.

Check the website for regular training updates.

Education & Training Unit staff can assist with any queries and registration.

To discuss your training needs and to go on our mailing list for email updates contact the Course Coordinator or email us.

**t 02 8752 4349**

**f: 02 8752 4392**

**e: [education@fpnsw.org.au](mailto:education@fpnsw.org.au)**

# 2011 CDE Calendar

## Semester One

Course	Dates	Cost
<b>Certificate IV TAE in Training &amp; Assessment</b>		
Module 1 - Plan & Design Training	8 & 9 March	\$1750
Module 2 - Training & Presenting to Groups	5 – 7 April	
Module 3 - Workplace Learning & Mentoring	10 – 12 May	
Module 4 - Workplace Assessment	8 & 9 June	
<b>Facilitating Groups</b>	22 & 23 March	\$370
<b>Issues in Sexuality &amp; Disability</b>	24 & 25 March	\$360
<b>Sexuality &amp; Health</b>	28 & 29 March	\$360
<b>Sexuality Program Planning/Disability</b>	3 & 4 May	\$360
<b>Presenting &amp; Instructing in the Workplace</b>	23 – 25 May	\$555

## Semester Two

Course	Dates	Cost
<b>Certificate IV TAE in Training &amp; Assessment</b>		
Module 1 - Plan and Design Training	17 & 18 August	\$1750
Module 2 - Training and Presenting to Groups	13 – 15 September	
Module 3 - Workplace Learning and Mentoring	25 – 27 October	
Module 4 - Workplace Assessment	17 & 18 November	
<b>Sexuality &amp; Health</b>	8 & 9 August	\$360
<b>Develop and Provide Community Education</b>	24 & 25 August	\$370
<b>Facilitating Groups</b>	22 & 23 September	\$370
<b>Issues in Sexuality &amp; Disability</b>	26 & 27 September	\$360
<b>Presenting &amp; Instructing in the Workplace</b>	22 – 24 November	\$555
<b>Sexuality Program Planning/Disability</b>	23 & 24 November	\$360