



Outsource Services Pty Ltd

Your training and development specialists!

Leadership Training • Sales and Marketing Training • IT Training • Retail Training • Training and Assessment • Frontline Management • Business Management • Project Management • Environmental Management

Certificate IV in Training & Assessment TAA40104

Outsource Services is an innovative training provider specialising in high quality student focused training to ensure you attain the highest level of competence within your chosen career.

Course Outline

TAA40104 requires completion of **14 units of competency** essential for training others in education and workplace contexts. These units of competency are organised in five fields as follows.

Learning Environment

TAAENV401B Work effectively in vocational education and training

TAAENV402B Foster and promote an inclusive learning culture

TAAENV403B Ensure a healthy and safe learning environment

Learning Design

TAADES401B Use Training Packages to meet client needs

TAADES402B Design and develop learning programs

Delivery and Work Facilitation

TAADEL401B Plan and organise group-based delivery

TAADEL404B Facilitate work- based learning

TAADEL402B Facilitate group-based learning

TAADEL403B Facilitate individual learning

Assessment

TAAASS401C Plan and organise assessment

TAAASS402C Assess competence

TAAASS403B Develop assessment tools

TAAASS404B Participate in assessment validation

Training Advisory Services

TAATAS401B Maintain information requirements of training and/or assessment organisations

Class Size: To ensure a positive learning experience with the benefit of personalised training

Delivery: 6 days training

Time: 9.00am until 4.00pm

Location: Gateway Office Park (Ground Floor Building Two)
747 Lytton Rd Murarrie 4172 (Corner of Creek and Lytton Rd)

Course dates: September: 1 day a week for 6 weeks: 28/9, 5/10, 12/10, 19/10, 26/10, 2/11
November: 1 day a week for 6 weeks: 9/11, 16/11, 23/11, 30/11, 7/12, 14/12
January: 10th – 17th of January 2011 (Full week + Following Monday)
January: 1 day a week for 6 weeks: 25/1, 1/2, 8/2, 15/2, 22/2, 1/3
March: 1 day a week for 6 weeks: 22/3, 29/3, 5/4, 12/4, 19/4, 26/4
May: 1 day a week for 6 weeks: 10/5, 17/5, 24/5, 31/5, 7/6, 14/6

Course cost is \$2200.00 (2 or more students in the same class discounted to \$2000.00 per student)

To find out more call Ph: 1300 136 904 • **Fax:** (07) 3367 8891 **email:** info@outsourceservices.com.au

Outsource Services = Great Training = Great Performance = Great Results