

# Recognition of Assessment Information and Application Form



## TAE40116 Certificate IV in Training and Assessment

### Recognition assessment application

This guide is designed for participants who believe they already have the knowledge and skills covered in this course. Participants who can provide evidence to demonstrate the required knowledge and skills are not required to complete the related module.

Attached is a form that lists the units of competency that are included in the TAE40116 Certificate IV in Training and Assessment course. Check the list of units of competency that you have completed and compare them to the list below. This means that you do not need to complete the unit of competency in the left-hand column, reducing the time it takes you to complete the qualification.

You do not need to apply for recognition for all the units listed – you may choose to only apply for recognition for selected units.

Submit this form with any documented evidence of previous training, certified copies of any competencies and qualifications obtained (i.e. statement of attainment, academic transcript, current Curriculum Vitae (CV)).

### Credit Transfer

If you have completed the unit (same unit code and title previously (e.g. you completed TAELLN411 Address adult language, literacy and numeracy skills), then credit transfer applies. If you completed one of the old units listed in the table below (e.g. as part of the previous Certificate IV qualification), then it is considered equivalent to the new unit listed on the left and credit transfer applies:

Code and title <b>current version</b>	Code and title <b>previous version</b> (equivalent)
TAEASS402 Assess competence	TAEASS402B Assess competence
TAEASS502 Design and develop assessment tools	TAEASS502B Design and develop assessment tools
TAEDEL401 Plan, organise and deliver group-based learning	TAEDEL401A Plan, organise and deliver group-based learning

TAEDEL402 Plan, organise and facilitate learning in the workplace	TAEDEL402A Plan, organise and facilitate learning in the workplace
TAEDES401 Design and develop learning programs	TAEDES401A Design and develop learning programs
TAEDES402 Use training packages and accredited courses to meet client needs	TAEDES402A Use training packages and accredited courses to meet client needs
TAELLN411 Address adult language, literacy and numeracy skills	TAELLN401A Address adult language, literacy and numeracy skills
BSBCMM401 Make a presentation	BSBCMM401A Make a presentation

You will need to attach a copy of your qualification (including a list of the units of competency completed) to your application. We are required to contact the Registered Training Organisation who issued your certificate to confirm the authenticity of the certificate.

### **Recognition of Prior Learning (RPL)**

Where you have gained the skills covered by a unit of competency through formal, non-formal and informal learning, you can apply for RPL. You will need to attach relevant evidence in support of your RPL application (e.g. course certificates, CV, workplace documents, referee reports, performance records).

If you are able to provide sufficient evidence to demonstrate that you meet the requirements of the unit/s of competency, the assessor will be able to approve your application for RPL and you will not need to do complete the unit of competency. If there is not enough evidence provided, you may be asked to provide additional evidence against specific components of the unit of competency (elements, performance criteria, performance evidence, knowledge evidence).

Contact your trainer who can provide a detailed RPL guide for each unit where you wish to apply for RPL. These guides provide more information on the types of evidence required and the RPL process.

## Recognition of Assessment Participant Application Form



**St John**

RTO no. 88041

Participant Name:			
Participant Contact details:			
I give permission for St John Ambulance Australia to contact the relevant Training providers, to authenticate any academic transcript/s and Statement of Attainment/s submitted for recognition.			
Participant Signature:		Date:	

Unit Code & Name	CT	RPL	Evidence	Approved
TAEASS402 Assess competence	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
TAEASS502 Design and develop assessment tools	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
TAEDEL401 Plan, organise and deliver group-based learning	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
TAEDEL402 Plan, organise and facilitate learning in the workplace	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
TAEDES401 Design and develop learning programs	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
TAEDES402 Use training packages and accredited courses to meet client needs	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
TAELLN411 Address adult language, literacy and numeracy skills	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
BSBCMM401 Make a presentation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Assessor USE ONLY</b>				
<b>Assessor Comments:</b>				
<b>Date approved:</b>				
<b>Assessor's Name:</b>		<b>Assessor's Signature:</b>		