

Want an easier solution to choosing a TAA training program?

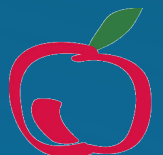


Contact us today to discuss your options!

07 5502 6662

training@hbta.edu.au

www.hbta.edu.au



TAA40104 Certificate IV in Training and Assessment

You get to do it your way!

Our training programs are student centred, interactive, creative, intuitive and enjoyable to give you the best experiential learning activities we can create, based on:

- I hear and I forget
- I see and I remember
- I do and I realise



With HBTA one gets to choose training options:

- custom designed qualifications using the full range of available electives
- professional development programs
- non-accredited corporate training
- Recognition of Prior learning to validate skills already acquired

With a choice of participation methods:

- mentored one-on-one flexible learning
- mentored on-job training
- corporate groups (your venue or ours)
- small group workshops

With these great advantages:

- enrolment **at any time**
- Study plans to suit personal time availability
- Progress at learner's own pace*
- Corporate group and valued client discounts
- PAYG payment options for individuals

* Normal progression rules apply. Please ask for a full prospectus for full details of submission requirements.

NTIS No: 30831

**Skilling Solutions Queensland (SSQ)
Preferred Supplier for the 3
qualifications listed in this brochure**

Professional Development

You might not need a full qualification to meet your staffing needs!

Training options include custom designed Skills Sets of Units chosen from a range of qualifications on our Scope to meet a specific job role or to upskill or multi-skill a staff member.

One example of this is selecting a workplace trainer option which has Units from Business Services and Training and Assessment qualifications as an add-on to existing skills.

This is a faster, cheaper training option than having to commit to a whole qualification to spend time learning skills and knowledge that the job will never require.

Fast Track Training Options

Queensland residents with prior work or learning experience, but no current qualification, can apply to Skilling Solutions Queensland (SSQ) for an assessment of eligibility for a \$500 Queensland Government Subsidy towards the cost of RPL services provided by a preferred supplier RTO.

During an interview with an SSQ consultant they will help you or your staff identify your skills and experience through a pre-assessment process before referring you on to an RTO for formal assessment.

Please contact them today on **1300 654 687**, or you can visit www.skillingsolutions.qld.gov.au for information about office locations and services.

Once HBTA has assessed the resulting RPL application, we can then work with the applicant to customise any gap training options required.

For applicants in other States and Territories:

Full fee-for-service RPL assessment services are available from HBTA. This still results in considerable savings of time and cost in completing a course. Please ask HBTA for a full prospectus for more details.

Full elective range!

Very few training providers offer the full range of TAA40104 electives.

Our senior staff have over 50 years of collective experience in the industry.

All of our training materials and assessments are 'home grown' to our exacting commercial publications standards, ensuring that you get the benefit of all the knowledge we have accumulated over our combined half century of professional practice.

If you want to learn from the 'best of the best' who are passionate about the industry and 'do what they know and know what they do' then we are the RTO of choice for your career decision!

Bridging Program

BSZ Bridging (RPL) \$650

BSZ Bridging (Full Training) \$1260

The superseded qualification may give you:

- full credit for 4 core Units
- partial credit for 4 additional core Units
- Full credit for 3 elective Units

The following Units have no equivalence from BSZ40198 to TAA40104 and will require either gap training or full RPL evidence.

TAADEL404B Facilitate work-based learning

TAADES401B Use Training Packages to meet client needs

TAAENV401B Work effectively in vocational education and training

TAAENV402B Foster and promote an inclusive learning culture

TAAENV403B Ensure a healthy and safe learning environment

All credit transfers predicated on currency in the industry and may require additional RPL evidence in some cases.



TAA40104 Certificate IV in Training and Assessment

14 competency units are required for award of this qualification, including:

- 12 compulsory units
- 2 elective units

Cost: Certificate \$2640; or @ corporate rates

Core Units:

TAAENV401B Work effectively in vocational education and training

TAAENV402B Foster and promote an inclusive learning culture

TAAENV403B Ensure a healthy and safe learning environment

TAADES401B Use Training Packages to meet client needs

TAADES402B Design and develop learning programs

TAADEL401B Plan and organise group delivery

TAADEL403B Facilitate individual learning

TAADEL404B Facilitate work-based learning

TAAASS40@C Plan and organise assessment

TAAASS402B Assess competence

TAAASS403B Develop assessment tools

TAAASS404B Participate in assessment validation

Elective Units:

TAADEL301C Provide training through instruction and demonstration of work skills

TAADEL402B Facilitate group-based learning

TAADEL405B Coordinate and facilitate distance-based learning

TAAENV404B Develop innovative ideas at work

TAATAS401B Maintain information requirements of training and/or assessment organisations

TAALLN401B Address language, literacy and numeracy issues with learning and assessment practice

BSBREL402A Build client relationships

BSBLED401A Develop teams and individuals

BSBCMN405A Analyse and present research information

BSBMCG413A Promote products and services

BSBAUD402B Participate in a quality audit

Individual attention - it's worth a little more!

What makes us the 'leader of the pack'?

We do the majority of our training one-on-one or in micro groups.

This means you get our full and undivided attention (as well as our extensive expertise) .

We don't cut corners and we do give you full value for your money!

Options for distance students

We know first hand how difficult it is for distance students to keep motivated and up to date with their studies.

We offer the following services to ensure that you get the individual attention you need to keep ticking over!

- telephone and email contacts to answer your questions
- for those with Skype, a face to face 'meeting via Web Cam or chat group contacts
- face-to-face mentoring (by negotiation) at our place or (if feasible) at yours
- one-on-one or micro group intensive sessions in SEQ and other regions by arrangement

Skills Sets from TAA04/BSB07 qualifications

These may be taken as customised corporate or individual training for job roles such as:

- Assessor to meet AQTF Standard 1.4
- Workplace Trainer
- Instructional Design
- Training Services Co-ordination and Administration

Please refer to our web site www.hbta.edu.au or contact us directly for more customised training options and full price list.

In addition, you may undertake any of the additional elective Units as 'add-ons' to existing qualifications. All of these electives may be undertaken by distance learning and mentored training.

Healthy Business Training Academy

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Phone: (07) 5502 6662

Mobile: 0407 292 661

Email: training@hbta.edu.au

Web: www.hbta.edu.au

Skype: amy.boleszny

Masterclasses

Instructional design:

- 2 day workshop focusing on the development of unique and high quality resources for your business
- may be linked to TAADES401A; TAADES402A (L)

Writing and validating quality assessment tools:

- 2 day workshop focusing on the development of unique and high quality assessment tools for your business to commercial publications standards
- May be linked to TAAASS403A. (L)

Developing resources to commercial publishing standards:

- 2 day workshop focusing on the aesthetics of publication design. Your resources are the public face of your business
- Taking a little time to 'work smarter' will improve the look and readability of your work. Your learners will thank you for it. (L)

Managing an RTO:

- 4 day workshop covering the essential knowledge and skills to manage your AQTF 07 Essential Standards for Registration compliance and the essentials of keeping and monitoring records.
- May be linked to TAAENV401A and TAATAS401A. (L)

Complaints and difficult people:

- 2 day workshop covering the essential knowledge and skills to develop and manage policies and procedures to deal with complaints, appeals and critical incidents.
- Not linked to a specific unit of competency

Continuous quality improvement:

- 1 day workshop covering the essential knowledge and skills to develop and manage the critical standards in AQTF 07 Essential Standards for Registration in gathering, analysing and acting upon feedback.
- Not linked to a specific unit of competency

Beyond the ordinary:

- 1 day workshop which will open your eyes to the fact that innovation in training is as much about planning as it is to inspired genius. Come and learn how to free up your creative geni, build a dream and to engage others in making sure you achieve it.
- May be linked to TAAENV404A. (L)