

Certificate IV in Training and Assessment

Are you responsible for training in your workplace?

Do you currently hold training qualifications and are looking to upgrade to the latest qualification in Training and Assessment?

The Certificate IV in Training and Assessment provides participants with the knowledge, practical skills and techniques to enable them to deliver training and conduct assessments both in the workplace and educational environments. Participants will be equipped with the necessary skills and knowledge to operate at the elite level required in the 21st century training environment.

For further information:

VHIA Training Office

P: (03) 9861 4000

E: training@vhia.com.au

Gordon Institute

P: (03) 5225 0742

E: sbm-bus-dev@gordontafe.edu.au

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Mode of Study

This program consists of eight full day workshops, delivered at the VHIA Head Office in St Kilda. Workshops are usually held on a fortnightly basis over a four month period. This course is also available to industry groups, where a negotiated and flexible approach can be undertaken to suit organisation's requirements.

Entry Requirements

This course is designed for those who are or will be responsible for training, delivery and/or assessment within the workplace. If you are an experienced Trainer and Assessor and can demonstrate current knowledge and skill in training, assessment and delivery, you may be eligible for Recognition of Current Competency.

Costs

Contact your VHIA or Gordon Institute representative (see details below) for further information about corporate training opportunities or industry pricing.

Reference Texts

Optional texts are available for purchase upon request.

Program Units

Environment Units

- Work effectively in vocational education and training*
- Foster and promote an inclusive learning environment*
- Ensure a healthy and safe learning environment*
- Maintain information requirements of training and assessment organisations

Design & Delivery Units

- Use training packages to meet a clients needs*
- Design and develop a learning program
- Plan and organise group based delivery
- Facilitate group based delivery
- Facilitate individual learning
- Facilitate work based learning

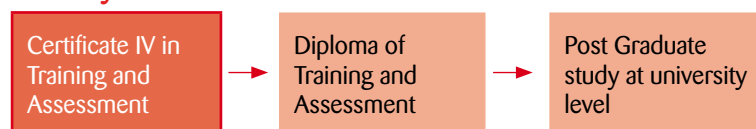
Assessment Units

- Plan and organise assessment
- Assess competence
- Develop assessment tools*
- Participate in assessment validation*

* Modules for Bridging Program

The six module Bridging Program is available for those who have the superseded qualification Certificate IV in Assessment and Workplace Training. Participants may elect to complete selected unit 'clusters' to earn a statement of attainment. Please contact VHIA or Gordon Institute for further information.

Pathways



Enrolments

Registration of interest must be submitted to your VHIA representative no later than TWO WEEKS prior to course commencement date, due to minimum numbers required to run the course. Maximum numbers apply, so register early!

Recognition of Current Competency

Recognition of current competency (RCC) may be given for skills and knowledge gained through previous study or other relevant experience. Please contact us on the details below for any queries.



Alliance Means Tangible Benefits for Health Services and their Managers



Alec Djoneff
CEO, VHIA

“Our commitment is to work with your management team to ensure the best outcomes for your organisation.”



Sue Chisholm
Head of School,
School of
Business &
Management,
Gordon Institute

“We deliver tailored training to meet your specific organisational and personal development needs.”



Leanne Tutin
Manager
Administration,
Banyule
Community
Health

“The partnership between VHIA and the Gordon Institute is a great step forward for the employees of the health industry.”

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The Gordon Institute School of Business and Management and the Victorian Hospitals' Industrial Association (VHIA) alliance offers high quality, professional and industry-related management training to health services.

The alliance combines the Gordon Institute's substantial record of nationally accredited management training with the VHIA's in-depth knowledge of the health industry and its management needs.

Since forming the alliance in 2005 it has gone from strength to strength with programs being developed in response to industry needs.

Program delivery is based on qualitative and quantitative research conducted by the Gordon Institute and VHIA. As a result of these findings, the VHIA/Gordon programs are tailored to ensure relevancy to the specific needs of the health industry and are continuously evaluated and reviewed as part of our continuous improvement management.

The training benefits to organisations are numerous, with results that produce positive changes, staff motivation and continuous improvement practices. Hospitals, community healthcare organisations, physicians and educators are committed to providing their staff with continuous motivational tools and training and the unique relationship between the Gordon Institute and VHIA is facilitating the process. Healthcare organisations are aware not only of the benefits of training, but also of the economic benefits of long term training and investing in staff which can be easily measured by key performance indicators and staff retention rates.

ABOUT THE GORDON INSTITUTE OF TAFE

The Gordon Institute has been meeting the Geelong region's education and training needs since 1887. Today the national training provider delivers more than 400 full-time and part-time accredited courses and short specialist courses, both nationally and internationally, through five campuses, our Sydney Office and strategic partners.

As the largest regional TAFE provider in Victoria, the Gordon Institute recognises the demand for a national (and increasingly international) approach to flexible and timely workplace training programs.

The Gordon Institute now has a Sydney office providing a fully-fledged training operation specialising in corporate programs and boutique training for industry. Situated near the world famous Darling Harbour in Ultimo, the office offers spectacular views and location potential.

National corporate clients include Target, Spotless, Jaycar Electronics, THIESS Services, Nationwide Health and Aged Care Services and Four Seasons Waste. The Sydney office is also utilised to provide training for international corporate clients including Ford, Louis Vuitton and Visy. The Gordon Institute's strategic plan for Sydney will see us grow upon our successes and expand our operations.

ABOUT THE VHIA

Established in 1994, VHIA is a nationally registered organisation representing the interests of employers in Health, Aged Care, Disability, General Practice, Podiatry, Dental and Community Services, both public and private. VHIA is the only health specific employer organisation in Australia.

VHIA has a team of highly professional consultants who advise on legal, industrial relations and human resources issues, as well as providing nationally recognised and tailored short courses to their members.

COMMITMENT TO QUALITY

The Gordon Institute is certified to AS/NZS ISO 9001: 2000 and is committed to ongoing high standard customer service. One of the first educational institutes to achieve ISO certification in 1996, the Gordon Institute has a proven track record in the areas of quality systems and delivery and it meets all Australian National Training Authority and Department of Education and Training requirements.

VHIA is a registered training organisation under the Victorian Qualifications Authority Act 2000 and meets the standards for Registered Training Organisations.

