



TAE40110

CERTIFICATE IV IN TRAINING AND ASSESSMENT



INQUIRIES

ACT	Andrew McDonald	andrewm@softwarepublications.com.au	0488 229 930
Corporate	Chris Coulson	chrisc@softwarepublications.com.au	02 9882 1000 or 1800 146 542
NSW	Andrew McDonald	andrewm@softwarepublications.com.au	0488 229 930
NT	Fiona Maguire	fionam@softwarepublications.com.au	0407 700 877
outside Australia	Chris Coulson	chrisc@softwarepublications.com.au	+61 (0)2 9882 1000
Qld	Fiona Maguire	fionam@softwarepublications.com.au	0407 700 877
SA	Chris Coulson	chrisc@softwarepublications.com.au	02 9882 1000 or 1800 146 542
Tas	Chris Coulson	chrisc@softwarepublications.com.au	02 9882 1000 or 1800 146 542
Vic	Chris Coulson	chrisc@softwarepublications.com.au	02 9882 1000 or 1800 146 542
WA	Fiona Maguire	fionam@softwarepublications.com.au	0407 700 877

Software Publications Training and Assessment Training Package Summer 2014–2015



The Premium Product in the Market

Learner and Assessor Guides by Shea Business Consulting supporting core and elective units in **TAE40110 Certificate IV in Training and Assessment**.

Learner Guides

These learner guides cater for a diverse audience and are designed for use in a range of learning environments (with the support of a facilitator). They provide exceptional learning experiences and are respectful of adult learner needs. It contains all the essential information and is fully comprehensive. It encourages the learner to see working through this guide as a part of a much broader learning experience including interaction with a trainer, practical application in actual training delivery, full understanding of the concepts, all the latest references and definitions.

They contain a rich array of activities and checklists to help learners develop and apply the knowledge and skills required by the unit. They include detailed *Learning Topic Matrices* that show how the identified learning topics and activities align to the elements, performance criteria, required skills and knowledge, critical aspects for assessment and Employability Skills within each unit.

Assessor Guides

These assessor guides support assessors gather evidence and make judgements of learner competence against the TAE10 units. They include a variety of diagnostic, formative and summative tools, templates and checklists for the assessor's use when assessing candidates. They include detailed *Assessment Matrices* that show how the identified assessment methods and tasks align to the elements, performance criteria, required skills and knowledge, dimensions of competency, critical aspects of evidence and Employability Skills within each unit.

Thorough and Rigorous | Comprehensive and Current | Top Quality Products

Trainers and assessors can use the *Learning Topic Matrices* and *Assessment Matrices* to show auditors how the learning activities and assessment tasks within each Guide align with the requirements of each unit of competency and consistent with the requirements of the AQTF/SNR Essential Standards for Registration.

All SHEA resources were originally quality assured and noted by the National Quality Council (NQC), and it therefore displays the official noted tick logo. The changes made in the latest versions of SHEA resources reflect changes in Version 2.0 of the TAE10, as well as other changes that have occurred within the vocational education and training (VET) sector over the past two years. The changes are minor in nature and reflect our commitment to continuous improvement.

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<i>RESOURCE TITLE</i>	<i>ISBN</i>	<i>Code</i>	<i>Price</i>
<i>How to Use the Learner Guides</i>			
Introduction to the Learner Guides	978-1-921810-08-4	SHEA69	\$40.00
<i>Learner Guides – Assessment Field</i>			
TAEASS301B Contribute to assessment Elective unit	978-0-9806011-8-3	SHEA59	\$30.00
TAEASS502B Design and develop assessment tools <i>Elective unit</i>	978-1-921810-02-2	SHEA63	\$30.00
Assessment Field Set <i>Core Learner Guides</i> TAEASS401B Plan assessment activities and processes TAEASS402B Assess competence TAEASS403B Participate in assessment validation	978-1-921810-20-6	SHEA81	\$81.00
Delivery and Facilitation Field Set <i>Core Learner Guides</i> TAEDEL401A Plan, organise and deliver group-based learning TAEDEL402A Plan, organise and facilitate learning in the workplace	978-1-921810-03-9	SHEA64	\$54.00
TAEDEL301A Provide work skill instruction <i>Elective unit Learner Guide</i>	978-1-921810-04-6	SHEA65	\$30.00
TAEDEL404A Mentor in the workplace <i>Elective unit Learner Guide</i>	978-1-921810-05-3	SHEA66	\$30.00
BSBCMM401A Make a presentation – elective unit Learner Guide	978-1-921810-06-0	SHEA67	\$30.00
Learning Design Field Set <i>Core Learner Guides</i> TAEDES401A Design and develop learning programs TAEDES402A Use training packages and accredited courses to meet client needs	978-1-921810-07-7	SHEA68	\$54.00
TAELLN411 Address adult language, literacy and numeracy skills – Learner Guide	978-1-921810-43-5	SHEA104	\$32.00

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<i>RESOURCE TITLE</i>	<i>ISBN</i>	<i>Code</i>	<i>Price</i>
Assessor Guides			
Assessment Field – Assessor Guide <i>(3 Core and 2 Elective Units) plus CD</i> TAEASS401B TAEASS402B TAEASS403B TAEASS301B TAEASS502B	978-1-921810-13-8	SHEA74	\$250.00
Delivery and Facilitation Field – Assessor Guide <i>2 Core and 3 Elective Units) plus CD</i> TAEDEL301A TAEDEL401A TAEDEL402A TAEDEL404A BSBCMM401A	978-1-921810-14-5	SHEA75	\$250.00
Learning Design Field – Assessor Guide <i>(2 Core Units) plus CD</i> TAEDES401A TAEDES402A	978-1-921810-15-2	SHEA76	\$100.00
Facilitator and A Whole-of-Qualification Approach Guides			
TAE40110 Facilitator Guide <i>Supporting the TAE10 Learner Guides</i>	978-1-921810-17-6	SHEA78	\$40.00

