

Certificate IV
in
Training and Assessment

TAE40116

Student Handbook

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Introduction

This handbook will explain to you the course make-up structure, Government requirements and information, and then supply you with a detailed list of modules and costs which will enable you to select the subjects you wish to enrol in.

What you get

Students successfully completing all the listed Modules will obtain a Certificate IV in Training and Assessment or a “Statement of Attainment” listing the units they are competent in. A summary of the employability skills developed through these qualifications can be downloaded from <http://employabilityskills.training.com.au>

TAE40116 Certificate IV in Training and Assessment - Units

9 Core units

TAEASS401	Plan Assessment Activities & Processes
TAEASS402	Assess Competence
TAEASS403	Participate in Assessment Validation
TAEASS502	Design & Develop Assessment Tools
TAEDEL401	Plan, Organise & Deliver Group-Based Learning
TAEDEL402	Plan, Organise & Facilitate Learning in the Workforce
TAEDES401	Design & Develop Learning Programs
TAEDES402	Use Training Packages & Accredited Courses to Meet Clients

Needs

TAELLN411	Address Adult Language, Literacy & Numeracy Skills
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And the 2 Electives we will be doing

TAEASS301	Contribute to Assessment
TAEDEL301	Provide Work Skill Instruction

Course Structure

The qualification is completed in several modules, each consisting of usually 2 or 3 units. These are sometimes taught individually or in a cluster and are run on a continuous basis so you can join at any stage and complete the next module being run.

The modules build to a complete qualification and units of competency are usually issued at the end of the course however can be issued as completed if necessary.

Duration and Timetables

The certificate IV is between 6 months and 2 years typically between 600 hrs to 2400 hrs but it depends on the prior life experience of the student. Courses durations are tailored in line with the life experience and knowledge of the student.

Modules are usually done consecutively. Each unit differs but averages out about 90 hours to complete. The knowledge sections are usually done in 3-4-hour blocks, one to two days a week with practical sessions usually done over a weekend, or weekday as participant has availability. PNL 4WDriving will set a timetable with the student and agree on completion timings. This course has 1002 hours of work and is usually spread over 18-24 Months. See Enrolment Form for module listings.

Client Selection & Enrolment

Clients inquire and are sent the relevant documentation. To enrol in a course, module or unit they return the Application form with payment for that module/unit. Payment terms can be agreed to if discussed. **PNL 4WDDriving** believe in access and equity and students are scheduled on a 1st come 1st served basis. A waiting list is taken if a date is required and clients notified in turn if a cancellation occurs.

Additional courses/modules will be scheduled according to demand and Staff availability.

Orientation

Once Client has made an enquiry, details are taken. A Student handbook is issued outlining Course Information, Course Content, Enrolment Procedures, Fees and Refund Policy etc. **PNL 4WDDriving** prefers to meet each client at our premises and to discuss needs of students and to check previous certificates, finalise enrolments and set some of the timetabled dates. A start date is agreed to and then enrolment forms and payments are arranged. Students can start almost at any time as units are taught on a rotating basis and make up classes can be arranged if classes are missed. There may be an additional cost for these if they are needed outside scheduled dates and times. Once Client has made an enquiry and, details have been taken. A pre-enrolment meeting is usually scheduled to check previous certificates, complete a training needs analysis, finalise enrolments and set some of the timetabled dates.

Fees

Payment is required when you enrol in the Course to confirm your position. No monies will be taken if you are placed on the waiting list and if you obtain a position, payment must then be made. By signing the enrolment form Participants agree to pay all monies necessary for their legitimate enrolment in the course indicated. Courses are broken into modules or individual units. The price can be paid in one lump sum prior to the course, three monthly payments or Pay as You Go i.e. Pay bit at a time - each module before you start it. Fees may alter slightly if you have acceptable unit credit transfers (Mutual recognition of existing units and or RPL, RCC)

Books and Materials

Copies of class handouts and assignment sheets will be supplied. Students will need to supply their own writing materials and the occasional reference or text book. Students will also need to supply their own vehicles, fuel, and camping equipment for practical classes. At times throughout the course students may need to purchase, hire or borrow specialized equipment they need. (E.g. Winches, Wheel chains etc). The TAE40116 Participant workbook is required for these units. **PNL 4WDDriving** can purchase these for students and then pass these on to the students estimated cost \$500-. **PNL 4WDDriving** will provide various handouts and assessment sheets.

Refund Policy

Receipt of application will be acknowledged and applications will be processed in order received by **PNL 4WDDriving**. **PNL 4WDDriving** reserves the right to refuse an application or cancel courses as published. In this event **PNL 4WDDriving** will contact all participants and refund monies if alternative arrangements are not suitable. Non-attendance WITHOUT 48 HOUR'S NOTICE will incur the full course fee. Other cancellations by participants may incur a 20% administration fee.

Assessment

Competency based Assessment involves ongoing monitoring and evaluation on the job and real world.

Appropriate assessment may incorporate:

- Case Study
- Collaborative assessment (self, peer, Co)
- Essay (extend response)
- Group assessment
- Group discussion
- Integrated activity
- Multiple choice
- Observation
- Oral presentation
- Personal interview
- Portfolio
- Practical display
- Practical exercise
- Practical exercise incorporating terminology
- Practical exercises/portfolio of documents
- Project
- Role play
- Simulation
- Structured questions
- Written and/or oral short answer
- Written short answer

Note also: As you get to teach real lessons, these participants fill in a feedback sheet and comment on your ability and materials you prepared for classes. Their comments and feedback are taken into consideration for your assessment.

All **PNL 4WDriving** staff meet the requirements within the standards for Registered Training Organisations 2015 and all assessments are conducted considering the Principles of Assessment and Rules of Evidence.

Vocational Outcomes

If successful, you can obtain a qualification in Certificate IV in Training and Assessment which can be used to gain work in the teaching field at TAFE or any Training Facility where you are required to train adults.

Language, Literacy & Numeracy

Provisions can be made for LLN. Please let us know if this may be a problem. This is covered in the initial pre-enrolment discussion and examples of previous work. Courses are generally both theoretical and practical in nature and Instructors quickly become aware if a problem with

language, literacy or numeracy occur. A medium level of language, literacy and numeracy is required for this course and if this maybe a problem, Clients are advised well before enrolment on the nature of the work and are encouraged to discuss with the Instructors if there is likely to be a problem in any of these areas.

Client Support, Welfare and Guidance

PNL 4WDriving offers advice and encourages discussions that will support prospective, current and passed Clients in all areas, wherever possible. If we can-not assist we advise of other professionals and organisations that may.

Flexible Learning

PNL 4WDriving is flexible in their scheduling of courses and units and will reschedule units depending on demand. Assessments can be rescheduled as needed. (an extra fee would possibly be charged for this.)

Longer courses are done module by module as courses are scheduled and can fit into your timetable. Private courses are always available.

We have no facilities at this stage for e-learning or correspondence although we do say, if it can be arranged and they can afford it we will travel to all parts of Australia to teach.

RPL Procedure & RCC Competencies

Introduction

There are different terms used to refer to the recognition of an individual's learning and skills. These include Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC).

What is it actually?

It is recognition of an individual's skills and knowledge gained through:

- Work experience
- Life experience
- Informal training

Non-recognised training

If an individual can demonstrate that he/she has the skills and knowledge required to do a competency then a recognised training provider may grant a credit or exemption.

How does it work?

The extent of a person's prior learning must be assessed and the assessment methods may include:

- Practical demonstration, Oral assessment and/or written tests

What do you get?

1. If you pass the assessment you will be given the relevant Qualifications or Statements of Attainment.
2. If you don't pass but the assessor believes you can pass he/she may recommend you be reassessed after some constructive feedback and coaching.
3. If you don't pass the assessor may recommend you attend a formal training course.

Procedure for RPL

1. Apply in writing to **PNL 4WDriving** Pty. Ltd. for RPL for the award you are seeking.
2. **PNL 4WDriving** Pty. Ltd. will contact you to discuss your RPL application (timing of assessment, contacts names and names).
3. On application for RPL, and payment of relevant fee, **PNL 4WDriving** Pty. Ltd. will issue assessment sheets listing all competencies for the award you are seeking.
4. You will demonstrate your skills and knowledge to an assessor appointed by **PNL 4WDriving** Pty. Ltd.
5. **PNL 4WDriving** Pty. Ltd. will issue the relevant Qualifications or Statements of Attainment or:
6. Advise reassessment / course to attend.

Assistance

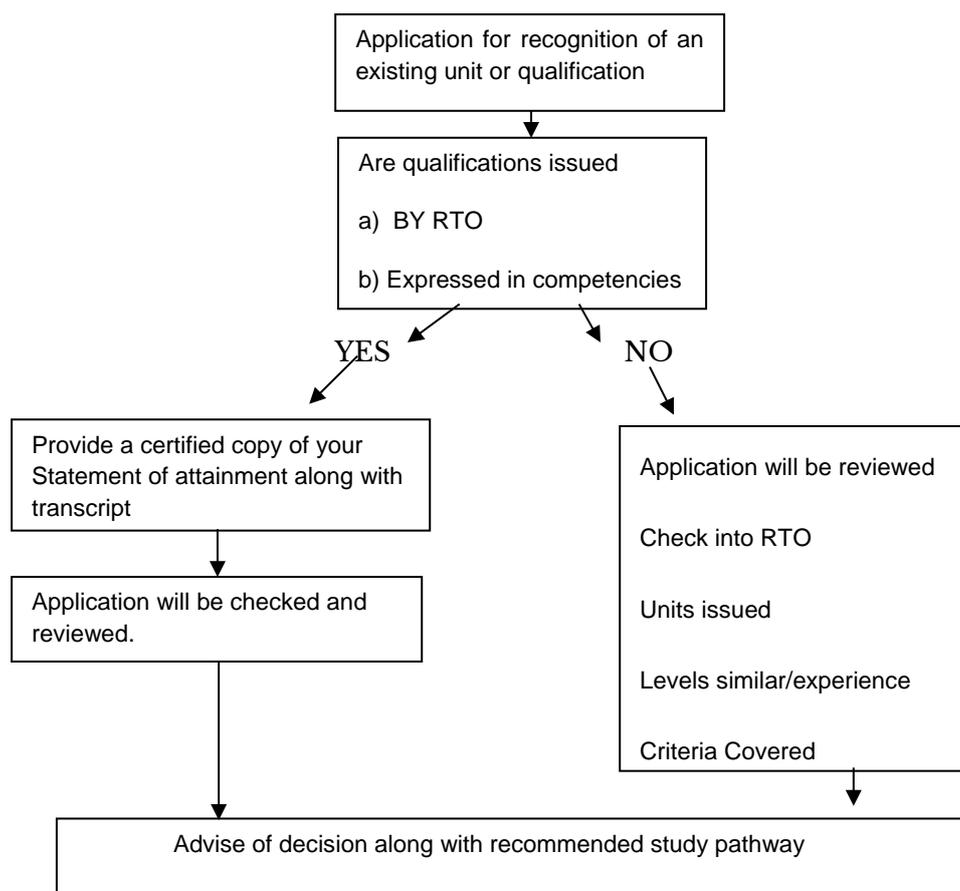
A very useful website for assistance is:

<https://www.australia.gov.au/information-and-services/education-and-training/qualifications-and-skills-recognition>

Select the skills recognition tool option from the list on the left-hand side. It will step you through the process and answer of all sorts of questions you may have about a skills recognition process.

Mutual Recognition

PNL 4WDriving will recognise relevant Training Package units issued by another RTO. You will need to provide certified copies of your RTO's issued Statement of Attainments and transcripts listing both subjects completed the relevant competencies, a five-year rule will apply. With other previous study and qualifications, applications will need to be checked and full or partial exemption may be granted.



Disciplinary Policy

Not normally required, however clients / staff being a nuisance or danger to themselves or others will be asked, if necessary, to leave, or restricted in the activities they may participate in. Local police may be called if necessary.

Plagiarism and Cheating

PNL 4WDiving does not tolerate Plagiarism and cheating. Students are warned that it will not be tolerated and disciplinary action could include expulsion from the course with no refunds of funds paid. Students are encouraged give the correct references and acknowledgements when using other peoples' works.

Access & Equity

PNL 4WDiving is committed to ensuring equity and access to employment and all our training for all customers. This includes allowing access to **PNL 4WDiving** courses for any individual or group regardless of gender, socioeconomic, background, (dis)abilities, gender, ethnic origin, age, race, or any other group.

“Access” means the ability to enter training, such as physical access to the training venue, and ensuring selection criteria do not discriminate against clients.

“Equity” is a term used to cover issues relating to VET participation and achievement of outcomes. They range from supportive learning, adjustment of assessments, and adjusting classes to meet the needs of individuals. Basically equity refers to the ability to achieve results in training and receive training in an inclusive environment with inclusive materials.

To assist in this procedure Clients are sent information and discussions are held to assist in their choice of course. There is no discrimination based on Race, Religion, Gender, Age or any basis provided clients have the necessary prerequisites. All clients and staff are treated with fairness and equity in *all* aspects. Clients are chosen for a course on a first paid, first served basis.

VET (Vocational Education and Training)

PNL 4WDriving encourage vocational education and training for all Staff and Clients.

This overview describes the key organisations and bodies that make up the vocational education and training sector in Australia and the role each plays. Common acronyms are provided also, because of their widespread use in the sector.

Visit <https://www.education.vic.gov.au/training/learners/courses/Pages/default.aspx> to access a diagram of the key players involved in the vocational education and training sector in Australia.

BODY OR ORGANISATION	ACRONYM	DESCRIPTION AND/OR ROLE
Australian Council for Private Education and Training	ACPET	A national body representing the private education and training sector in Australia
ASQA Australian Skills Quality Authority (Became ASQA in 2009)	ASQA	A Commonwealth statutory authority with responsibility for: <ul style="list-style-type: none"> • development of national policy, goals and objectives for the vocational education and training sector; • development, management and promotion of the National Training Framework; • administration and funding of national programs; • collection and analysis of national statistical data on the vocational education and training system.
ANTA - Ministerial Council for Tertiary Education and Employment	ANTA minco	A body—comprised of the Commonwealth, state and territory ministers responsible for vocational education and training—which decides national training policy, objectives and priorities http://www.ncver.edu.au/resources
Training.gov.au	Training.gov	A website publishing company and national training organisations, training packages and units of competency.
Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education	Innovation	The Commonwealth department responsible for a range of education and training areas including public and private schools, higher education institutions, and vocational education and training, amongst lots of other things. The Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education was a department of the Australian Government charged with further

		developing growth in Australian industries and advancements in science and research.
National Centre for Vocational Education Research	NCVER	<p>The National Centre for Vocational Education Research (NCVER) is a not-for-profit company owned by state, territory and federal ministers responsible for training.</p> <p>It is a professional and independent body responsible for collecting, managing, analysing, evaluating and communicating research and statistics about vocational education and training (VET) nationally.</p>
Skills councils - industry advisory body (formerly referred to as industry training advisory body or ITAB)	Skills Council	An organisation providing products and services to industry and advice to government on the training needs for a specific industry. There are both state and national industry skills councils.
Apprenticeships Centre	AC	An organisation providing advice and assistance to apprentices, trainees and employers on training arrangements, training contracts and financial incentives
The My Skills Network	My Skills	My Skills is a national government database of information on courses, qualifications, training packages and training organisations. Department of Education and Training Accredited Courses provides access to curriculum documents and teacher networks.
Private provider		A non-government training organisation
Registered training organisation (<i>PNL 4WDriving</i>)	RTO	An organisation registered to deliver nationally accredited vocational education and training, such as a TAFE institute, private provider or school
State Training Authority (also called state/territory training authority)	STA	<p>Each Australian state and territory government has a training authority that administers vocational education and training (VET) – allocating funds, registering training organisations and accrediting courses.</p> <p>The state and territory training authorities (STAs) are accountable to their minister, who is a member of the Ministerial Council of Tertiary Education and Employment (MCTEE)</p> <p>It is the responsibility of each STA to:</p> <ul style="list-style-type: none"> • Plan and report on VET strategies • Purchase training on behalf of their government

		<ul style="list-style-type: none"> • Administer Australian Apprenticeships and VET in schools • Administer funding and financial incentives for VET within the state/territory • Support training organisations, employers and the community on VET issues • Accredite courses and register training providers within the Australian Quality Training Framework 2007 (AQTF2007)
TAFE (Technical and Further Education)	TAFE	A publicly funded post-secondary organisation which provides a range of technical and vocational education and training courses, and other programs
Victorian Registration and qualification Authority	VRQA	The Victorian body who registers all university, Tafe secondary schools and Registered training Organisations

Apprenticeship

PNL 4WDriving does not provide Apprenticeship Training. For information on Apprenticeships see www.dste.gov.au.

Legal Obligations

The AQTF standards require the RTO to provide information to staff and clients about legislation that affects their activities and participation.

Information is required on the following legislation and any other legislation relevant to the training program being delivered. The information will usually be presented to staff / trainer and client / student information.

Workplace Harassment, Victimization and Equal Employment Opportunity

- Commonwealth Racial Discrimination Act 1975
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Racial Hatred Act 1995
- Victorian Equal Opportunity Act 1995
- Victorian Racial and Religious Tolerance Act 2001
- Defence Act 1903 amended 2003 and 2016
- Health Act 1998
- Health legislation 2017
- ASQA Standards for Registered Training Organisations 2015

PNL 4WDriving aim is to remove barriers and to open developmental opportunities for all by creating a workplace and training environment that is free from discrimination, harassment, bigotry, prejudice, racism and offensive behaviour.

All persons will receive fair and equitable treatment in all aspects of training and employment without regard to political affiliation, race, colour, religion, national origin, sex, marital status or physical disability.

OH&S

PNL 4WDriving Staff and Clients attempt in all cases to comply with OH&S requirements and legislation. In no way do we condone work place harassment, victimization or bullying, discrimination or racial vilification of any description.

All employees and clients/students have the responsibility to:

- Adhere to safe work practices, instructions and rules;
- Immediately report any unsafe work condition or equipment to management;
- Not misuse, damage, refuse to use, or interfere with anything provided in the interest of occupational health and safety;
- Perform all work duties in a manner which ensures individual health and safety and that of all other employees;
- Encourage fellow employees to create and maintain a safe and healthy work environment;
- Co-operate with all other employees to enable the health and safety responsibilities of all employees be achieved

PNL 4WDriving is committed to providing a safe and healthy work environment for all. Its policy is to make every reasonable effort to prevent accidents, protect trainees from injury and promote the health, safety and welfare of all.

Please report all cases to the Instructor/Management or outside Rep who will investigate.

The relevant act in Victoria is the Occupational Health and Safety Act 1985

Vocational Education and Training

PNL 4WDriving is a Registered Training Organisation that complies with the following:

- The Standards for Registered Training Organisations 2015
- Privacy of trainee information
- Comply with all requirements of any Performance Agreements it has with Government Departments or bodies
- Only issue Certificates and Statements of Attainment for qualifications listed on its Scope of Registration
- Maintain a student management recording and reporting system
- Maintain its registration
- Marketing and advertising materials are accurate and ethical.
- The VET sector framework is established by both State and Commonwealth legislation.
- The Commonwealth Acts are:
 - The Australian National Training Authority Act 1992, which established the functions and powers of the Australian National Training Authority
 - The Vocational Education and Training Funding Act 1992 which sets out the funding of VET in Australia.

PNL 4WD^riving is governed by ASQA the commonwealth body and adheres to the Standards for Registered Training Organisations 2015.

Privacy

PNL 4WD^riving follows the ten national privacy principles in the handling of personal information of trainees / employees.

1. Collection: The organisation will collect only the information necessary for one or more of its functions. The individual will be told the purposes for which the information is collected.
2. Use and disclosure: Personal information will not be used or disclosed for a secondary purpose unless the individual has consented or a prescribed exception applies.
3. Data quality: The organisation will take all reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up to date.
4. Data Security: The organisation will take all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.
5. Openness: The organisation will document how they manage personal information and when asked by an individual, will explain the information it holds, for what purpose and how it collects, holds, uses and discloses the information.
6. Access and correction: The individual will be given access to the information held except to the extent that prescribed exceptions apply. The organisation will correct and update information errors described by the individual.
7. Unique Identifiers: Commonwealth Government identifiers (Medicare number or tax file number) will only be used for the purposes for which they were issued. The organisation will not assign unique identifiers except where it is necessary to carry out its functions efficiently.
8. Anonymity: Wherever possible, the organisations will provide the opportunity for the individual to interact with them without identifying themselves.
9. Transborder Data Flows: The individual's privacy protections apply to the transfer of personal information out of Australia.
10. Sensitive Information: The organisation will seek the consent of the individual when collecting sensitive information about the individual such as health information, or information about the individual's racial or ethnic background, or criminal record.

Access to Legislation

Federal legislation is available at www.legislation.gov.au and Victorian legislation is available from the [Victorian Legislation and Parliamentary Documents website](#). You may also view and download any of these Acts at the [Australasian Legal Information Institute \(Austlii\)](#) website which provides free online access to Commonwealth, State and Territory case law and legislation.

PNL 4WD^riving does not have Apprenticeships or Traineeships.

Complaints/Appeals

Purpose:

This policy and procedure is to provide clear and practical guidelines to ensure that complaints of clients can be resolved in accordance with the principles of natural justice, equitably and efficiently.

Scope:

This complaints and appeals policy applies to all clients involved with *PNL 4WDriving* Pty Ltd.

Definitions:

Complaints and Appeals include but are not restricted to matters of concern to a client relating to training delivery and assessment; the quality of the training; student support and materials; discrimination; and sexual harassment.

Natural Justice is concerned with ensuring procedural fairness:

Decisions and processes should be free from bias. All parties have the right to be heard.

The respondent has a right to know of what he/she is accused of. All parties are told the decision and the reasons for the decision.

Policy:

PNL 4WDriving Pty Ltd believes that a client who has a complaint has the right to raise the complaint and expect that every effort will be made to resolve it in accordance with this policy, without prejudice or fear of reprisal or victimisation. The client has the right to present the complaint / appeal formally as well as in writing.

PNL 4WDriving Pty Ltd will manage all complaints fairly, equitably and efficiently as possible. It will encourage the parties to approach the complaint with an open mind and to resolve problems through discussion and conciliation. Where a complaint cannot be resolved through discussion and conciliation, *PNL 4WDriving* Pty Ltd acknowledges the need for an appropriate external and independent person to mediate between the parties. The parties will be given the opportunity to formally present their case to the independent person.

Confidentiality should be maintained throughout the process of making and resolving complaints. *PNL 4WDriving* Pty Ltd seeks to protect the rights and privacy of all involved and to facilitate the return to a comfortable and productive work environment.

All clients and trainers will be provided with a copy of the Complaints & Appeals Policy and Procedure with their information. The information will also contain details of external authorities that they may approach.

Procedure:

1. Approach an Instructor and notify them as soon as possible about the problem. The instructor in consultation with complaint will attempt to resolve the problem immediately.
2. The next step would be for the student to bring the complaint to the attention of the senior instructor or other instructor on site.
3. If a solution cannot be obtained the following information relating to the complaint should be put in writing to the training manager and company's management:
 - a. A description of the complaint/appeal
 - b. State whether you wish to formally present your case
 - c. Steps you have taken to deal with the problem

- d. What you would like to happen to fix the problem and prevent it from happening again.
4. The Training Manager will either deal with the issue personally or arrange for it to be dealt with by a management representative. The first three steps should be completed within a timeframe of one week.
5. Should the issue still not be resolved to the client's satisfaction, **PNL 4WDriving** Pty Ltd will arrange for an independent external person, i.e.: Hon Neil Brown QC or a nominee from the Institute of Arbitration and Mediation Australia 03 9534 5436 to resolve the issue. The client will be given the opportunity to formally present his or her case. Clients are also free to advise the Victorian Qualification Authority of their complaint
6. All parties involved will receive a written statement of the outcomes, including reasons for the decision.

PNL 4WDriving Pty. Ltd.

CODE OF PRACTICE

Our Code of Practice exists to:

- ◆ Encourage participants to fulfil their potential.
- ◆ Maintain a friendly, professional approach in all aspects.
- ◆ Encourage clients to be careful and responsible drivers.
- ◆ Promote care for the environment.
- ◆ Promote safety above all else.
- ◆ Understand clients & staff requirements / needs and their expectations and reply promptly to their requests.
- ◆ Endeavour to update our skills and knowledge of vehicles and driving techniques on a regular basis.
- ◆ Continually review, develop and update courses to maintain the highest standard of training.
- ◆ Respect other professionals with referrals to assist and encourage client's satisfaction.

Additional Information

PNL 4WDriving Pty Ltd.'s Training Manager will be person responsible for the implementation and maintenance of the policy. All documentation relating to complaints / appeals should be archived for audit purposes.

People on the 4WDrive course will be asked to sign an Indemnity Form stating that they are an Adult and freely consent to doing the tasks requested by Staff of **PNL 4WDriving**. They have the right to refuse but may not gain their qualification if they cannot show evidence that they are competent at a task.

If anyone has any queries about any of the information supplied in this guide, please do not hesitate to call us (03) 9786 8490. Thank you.

PNL 4WDDriving

ABN 22 062157644

PNL 4WDDriving
2/6 Daniel Drive
Carrum Downs, VIC 3201
(03) 9786 8490
www.pnl4wd.com.au
info@pnl4wd.com.au

Enrolment Form

Family Name: _____

Given Names: _____

Date of Birth: _____

Country: _____

Address 1: _____

Address 2: _____

State: _____ Post Code: _____

Phone: _____

Mobile: _____

Email: _____

Vehicle Type:

Make: _____ Model: _____

Manual: _____ Auto: _____ License No.: _____ State: _____

Course/ Individual UNITS being enrolled in:

For example: Cert IV in Training and Assessment

No.	Module Name	Cost	Amount
Module 1	Assessment	\$2,375.00-	\$
Module 2	Delivery	\$2,375.00-	\$
Module 3	Design	\$1,885.00-	\$
Module 4	LL&N	\$750.00-	\$
TOTAL		\$7,385.00-	\$

Signature _____ Date: _____

Please find enclosed a Cheque (made payable to *PNL 4WDriving Pty. Ltd.*) or I have Direct Debited the total amount of \$ _____ on the _____/_____/_____.

Direct Debits to the Account of *PNL 4WDriving*: BSB: 013 -380 Account No: 255028312

Please put your name against it when you direct debit and send us a copy of the deposit receipt or ring if you would prefer to pay by credit card (small surcharge exists if paying by credit card.)

Receipt of application will be acknowledged and applications will be processed in order received by *PNL 4WDriving*. *PNL 4WDriving* reserves the right to refuse an application or cancel courses as published. In this event *PNL 4WDriving* will contact all participants and refund monies if alternative arrangements are not suitable. Non-attendance WITHOUT 48 HOUR'S NOTICE will incur the full course fee. Other cancellations by participants may incur a 20% administration fee. Disclaimer: Whilst *PNL 4WDriving Pty. Ltd.* takes every effort to ensure the safety of all vehicles and personnel of *PNL 4WDriving Pty. Ltd.* cannot be held responsible for any incident that may occur.

Skills Recognition Application Table

Module / Unit No.	Module / Unit Name	RPL/ RCC	Mutual Recognition	Course Price	Class contact Hours	\$
Module 1	<i>Assessment</i>					
TAEASS401	Plan Assessment Activities & Processes	\$180	\$40	\$500	40	
TAEASS402	Assess Competence	\$180	\$40	\$375	25	
TAEASS403	Participate in Assessment Validation	\$180	\$40	\$500	35	
TAEASS502	Design & Develop Assessment Tools	\$180	\$40	\$750	40	
TAEASS301*	Contribute to Assessment	\$180	\$40	\$250	10	
Module 2	<i>Delivery</i>					
TAEDEL401	Plan, Organise & Deliver Group Based Learning	\$180	\$40	\$750	30	
TAEDEL402	Plan, Organise & Facilitate Learning in the Workplace	\$180	\$40	\$625	25	
TAEDEL301*	Provide Work Skill Instruction	\$180	\$40	\$1,000	40	
Module 3	<i>Design</i>					
TAEDES401	Design & Develop Assessment Tools	\$180	\$40	\$1,250	40	
TAEDES402	Use Training Packages & Accredited Courses to Meet Client Needs	\$180	\$40	\$635	50	
Module 4	<i>LL&N</i>					
TAELLN411	Address Adult Language, Literacy & Numeracy Skills	\$180	\$40	\$750	30	
	TOTAL COST	\$1980	\$440	\$7,382	365**	

*Elective unit - *PNL 4WDriving* teaches both elective units as part of this qualification, only one of these is required for the TAE qualification.

**Total Hours expected including Class contact, workshops, homework and Assessment is 1002.