

Express Interest

On Track Training & Employment also offers the following courses and programs. Please tick any you may be interested in.

ON TRACK EMPLOYMENT

Are you currently employed? YES
Casual Part Time Full Time

ACCREDITED TRAINING

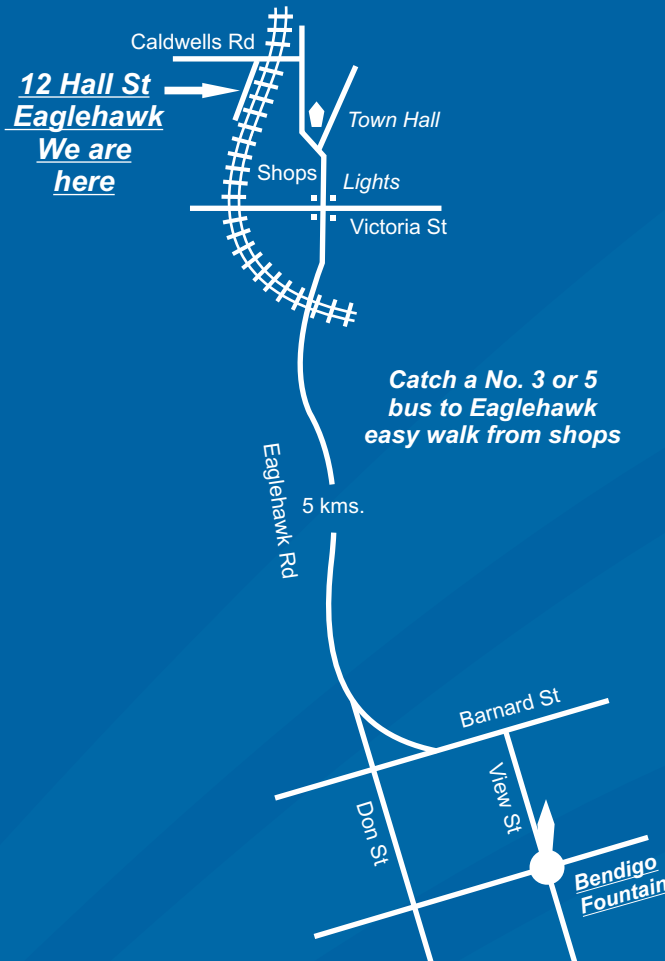
- Certificate III Aged Care
- Certificate III Home & Community Care
- Certificate III Children's Services
- Diploma Children's Services
- Certificate I Retail Services
- Certificate II Engineering
- Certificate IV Leisure & Health
- Certificate IV Training & Assessment
- GAP PROCESS - Upgrade from BSZ40198
- Master Microsoft Office & Administration
- Certificates in General Education for Adults

SHORT COURSES

- Introduction to Computers
- Open Access

On Track offers a variety of short computer courses in special interests areas such as: Microsoft Word, Excel, Publisher, Digital Photography & Internet & email that can be undertaken during Open Access. Please contact our Trainer for details.

How to find us!



25+ years of Community based Training

FEO - Winner of the 2008 Bendigo Business Excellence Awards for Not for Profit AND Environmental Sectors



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Certificate IV Training & Assessment TAA40104



Course Content

Outline:

This course is designed for people seeking to work in vocational education and training - in learning program design, the delivery of training, and/or assessment in the workplace. It is the minimum requirement for those assessing nationally recognised or accredited competence across all industry levels.

Study Areas:

- Work effectively in vocational education & training
- Foster & promote an inclusive learning culture
- Ensure a healthy & safe learning environment
- Address language, literacy and numeracy issues within learning & assessment
- Use training packages to meet client needs
- Design & develop learning programs
- Facilitate group based learning
- Facilitate individual learning
- Facilitate work based learning
- Plan & organise
- Assess competence
- Develop
- Participate in assessment validation

Duration: This course is delivered in 2 ways:

NIGHT

16 Tuesday nights from 6:00pm - 9:00pm
& 3 Saturdays 9:00am - approximately 3:30pm.

DAY

8 Mondays from 9:00am - 3:30pm and the 3 Saturdays arranged for the night group.

Accreditation:

This course is a nationally recognised qualification

Gap Training:

A process is available for those wishing to upgrade from BSZ40198 Certificate IV Assessment & Workplace Training. Please talk to the trainer.

Assessment

In undertaking this course, assessment will be conducted in a variety of ways, including:

- Written Assessments
- Class Activities
- Delivery of Training Services

If competency is not achieved in all units, a Statement of Attainment for successfully completed units will be given.

Recognition of Prior Learning (RPL) - for all or part of this course may be available. Please discuss this with the trainer.

Fees & Charges

This course is offered on a fee for service basis. There are no concessions or funded places available unless students have negotiated these with an organisation themselves.

To find out more please discuss this with the trainer.

Enrolment

If you are interested in enrolling in this course please put forward your expression of interest. This can be done in one of the following ways:

Complete the expression of interest form on the next page and return the form to On Track reception - 12 Hall Street Eaglehawk 3556

Call On Track - (03) 5446 3477

Email: ontrack@feo.net.au

Or visit our website - www.feo.net.au - follow the links and complete our online expression of interest.

Express Interest

Date: ___ / ___ / ___

Name: _____

Address: _____

Phone: _____

Mobile: _____

Date of Birth: ___ / ___ / ___

Email: _____

YES, I am interested in undertaking the Certificate IV Training & Assessment

YES, I would like some more information about this course posted out to me

Are you in receipt of a benefit? YES

How did you first hear about On Track and this course? (please tick)

Brochure Word of Mouth

Newspaper Website

Radio TV Advertisement

Tear-off-flyer
Location: _____

Employment Agency/Other Agency
Which agency?
