Application to Transition TAA40104 to TAE40110

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| **Instructions:** | Using your TAA40104 Certificate IV in Training and Assessment transcript, align your Units of Competency to the check boxes in the blue table below. In the pink table, select 3 Elective Units of Competency (that have been attained within the last 2 years) in the check boxes provided. Proceed to the Pricing Options on the following page. | |
| **Please return to:** | Email: [studentservices@aimqld.com.au](mailto:studentservices@aimqld.com.au) | Phone: 1300 882 895 |

**Personal Details**

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| --- | --- | --- | --- | --- | --- | --- |
| Title: | First Name: | | | Surname: | | |
| Organisation : | | | | Gender: F  M | | Date of Birth: |
| Department: | | | | Email: | | |
| Position: | | | | Mobile: | | |
| Postal Address: | | | | Phone: | | |
| Suburb: | | | State: | Post Code: | | |
| AIM Membership: | | Non member | Personal Member # | | Corporate Member # | |

**Authorising Officer**

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| Title: | First Name: | | Surname: |
| Position: | | | Email: |
| Department: | | | Mobile: |
| Postal Address: | | | Phone: |
| Suburb: | | State: | Post Code: |

**Identify and align Units of Competency**

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| **TAA40104 Certificate IV in Training and Assessment**  Required = 14, Core = 12, Elective = 2 | | | | | **TAE40110 Certificate IV in Training and Assessment**  Required = 10, Core = 7, Elective = 3 | |
|  | | Unit Code | Unit Title | | Unit Code | Unit Title |
|  | TAAASS403B  TAAASS401C | | Develop assessment tools  Plan and organise assessment | | TAEASS401B | Plan assessment activities and processes |
|  | TAAASS402C | | Assess competence | | TAEASS402B | Assess competence |
|  | TAAASS404B | | Participate in assessment validation | | TAEASS403B | Participate in assessment validation |
|  | TAADEL401B  TAADEL402B | | Plan and organise group-based delivery  Facilitate group based learning | | TAEDEL401A | Plan, organise and deliver group-based learning |
|  | TAADEL403B  TAADEL404B | | Facilitate individual learning  Facilitate work-based learning | | TAEDEL402A | Plan, organise and facilitate learning in the workplace |
|  | TAADES402B  TAAENV402B  TAAENV403B | | Design and develop learning programs  Foster and promote an inclusive learning culture  Ensure a healthy and safe learning environment | | TAEDES401A | Design and develop learning programs |
|  | TAADES401B  TAAENV401B | | Use Training Packages to meet client needs  Work effectively in vocational education and training | | TAEDES402A | Use training packages and accredited courses to meet client needs |
|  | TAAENV404B | | Develop innovative ideas at work | | No Alignment to TAE | |
| **Elective units -** Select 3 elective units from the below list, one of these electives can be from previous study at a Certificate III, Certificate IV level or Diploma level. | | | | | | |
|  | TAALLN401B | | Address language, literacy and numeracy issues within learning and assessment practice | | TAELLN401A | Address adult language, literacy and numeracy skills |
|  | TAADEL301C | | Provide training through instruction and demonstration of work skills | | TAEDEL301A | Provide work skill instruction |
|  | TAEDEL404A | Mentor in the workplace |
|  | BSBLED401A | Develop teams and individuals |
|  | BSBREL402A | Build client relationships and business networks |
|  | BSBCMM401A | Make a presentation |
|  | TAEASS502B | Design and develop assessment tools |
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**Pricing**

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| The assessment fee for each unit of competency under RPL (maximum of 5 units) is displayed as follows; | | | |
|  | **Option 1  $154.00 (GST included)** | If your **TAA40104 Certificate IV in Training and Assessment** aligns to the upgraded qualification of **TAE40110 Certificate IV in Training and Assessment** with a total of 7 CORE and 3 ELECTIVE units | **AIM Membership**  [www.joinaim.com.au](http://www.joinaim.com.au) |
| 1. Proceed to either credit card or direct debit payment option |
| 1. Scan and attach certified copie/s of the original TAA40104 Certificate IV in Training and Assessment |
| 1. Email to [studentservices@aimqld.com.au](mailto:studentservices@aimqld.com.au) |
|  | **Option 2** | If your **TAA40104 Certificate IV in Training and Assessment** partially or does not align to the upgraded qualification of **TAE40110 Certificate IV in Training and Assessment.** |
| 1. Email your application to [studentservices@aimqld.com.au](mailto:studentservices@aimqld.com.au) |
| 1. An additional gap training plan will be developed to achieve the TAE40110 Certificate IV in Training and Assessment |
| 1. No cost is associated with the gap training plan; however enrolment into a training program will incur an additional cost. |

**Payment Options**

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| For your privacy and security, AIM will call you to process credit card or direct debit payments via telephone after receiving this application. |
| **Terms & Conditions**  In providing your email address, AIM has assumed inferred consent to contact you about its products and services via commercial electronic messaging. **Privacy:** We may use your Personal Information to tell you about our products and services and may disclose it to Approved Third Parties (see our Privacy Statement). If you would like further information on AIM's Privacy practices, or on how to access your Personal Information, view our Privacy Statement at **www.aimqld.com.au** or contact our Privacy Officer on 1300 882 895 or at [**privacy@aimqld.com.au**](mailto:privacy@aimqld.com.au). |