



Australian Government
Aid Program

SCHOOLS OF AUTOMOTIVE, CONSTRUCTION & ELECTRICAL AND MANUFACTURING (ACEM)

CERTIFICATE IV TRAINING & ASSESSMENT - FIJI

The Certificate IV in Training and Assessment is designed to assist industry trainers to improve their training skills and provide high quality graduates and trades peoples for industry and employers.

The school of ACEM is offering the Certificate IV in Training & Assessment in Fiji in 2010.

Who is the course for?

This program is designed for individuals who deliver industry training and are currently working in the Automotive, Construction, Electrical and Manufacturing industries or trade training organizations in a teaching or training role.

What will I learn?

You will develop the knowledge and skills to:

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

How will the course be conducted?

Training will be conducted over a 4 month period as per the table below

Commencement		Completion	
Training Block 1	+ Self-directed learning and workplace visits	+ Training Block 2	+ Self-directed learning and workplace visits
10 Full day workshops over 2 weeks	4 to 6 week period	10 Full day workshops over 2 weeks	4 week period to completion

You will experience a range of delivery and assessment strategies including Recognition of Prior Learning, full day workshops, independent learning time, workplace assessment and on-the-job mentoring and coaching.

This will be followed by more self directed learning and workplace visits.

Participants may be granted recognition of prior learning for skills they already possess.

How long is the course?

Part Time for 4 months (minimum)

Where will the workshops be?

Suva or Lautoka

When does the program start?

Programs will commence throughout the year. Please contact APTC Suva for more information.

Workplace visits will be by appointment only.

The program is flexible and where appropriate can be customised to meet individual and workplace needs.

How will the participants be selected?

Participants will be selected based on their industry/trade experience, their current trainer experience and previous education. Prospective participants will be interviewed by APTC ACEM staff.

This course is offered in the following locations:

FIJI

How do I apply?

Complete an application form and submit it to APTC ACEM at the address below. Application forms may be obtained online at www.aptc.edu.au or direct from the APTC ACEM office.

Further information

APTC ACEM Office Finance Manager (Fiji)

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P.O Box 14319, Suva, Fiji Islands.