



Place your OHS in the safest hands

Minerva's VETAB Accredited Certificate IV in Training and Assessment

Nine Day Training Course

(02) 473 111 99

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www.minervaconsulting.com.au

This course is ideal for...

- Individuals who wish to train and assess adults in workplaces
- Individuals who want to learn how to deliver professional training using methods of engagement, participation and understanding of learner's individual differences
- Individuals who want to conduct thorough assessments
- Individuals who want a nationally recognised certificate that is applicable to all Australian workplaces



This is a nine (9) day course, split into three (3) day blocks of face-to-face training with assessments to be completed in between each three (3) day block.

Sydney

11, 12 and 13 June 2008
23, 24 and 25 July 2008
13, 14 and 15 August 2008

Melbourne

28, 29 and 30 May 2008
25, 26 and 27 June 2008
9, 10 and 11 July 2008



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Course Fees

Just \$1,995 per person.

This includes Course Tuition, Manuals and Course Notes, Morning and Afternoon Tea.

Cancellation Policy

A cancellation fee of 25% of the course fee applies if cancellations are made less than one month before the course commencement date.

A 100% cancellation fee is applicable within one week of the course commencement date.

Course Summary

Minerva's Certificate IV in Training and Assessment (TAA) is a comprehensive course for trainers and assessors. Participants are trained in twelve core units and two elective units that make up the TAA40104 Certificate IV Accreditation.

This training is characterised by:

- Excellent training materials.
- Highly skilled trainers with extensive real world experience working with Australian corporations.
- All trainers hold TAA qualifications and WorkCover NSW Trainer Accreditation.
- High quality training resources, printed course notes, student assessment guides, PowerPoint presentations, access to Internet, etc.
- Verify high ratio of trainer/student face-to-face instruction; team skills; human interaction.
- Followup counselling and facilitation after training.
- Training in accessible modules that integrate assessment but maintain logical sequencing.

Pre-requisites

Participants must have a satisfactory level of literacy and numeracy skills to complete this course and conduct professional training and assessment.

Photographic Identification

Registered participants must provide photographic identification on the first day of the training course.

Contact Minerva:

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Minerva Consulting Group – Guarantee of satisfaction

At Minerva Consulting Group we are proud of our reputation for providing quality training services. Minerva has been conducting successful courses throughout Australasia for more than twenty years. The course incorporates adult learning principles and learning techniques that have proven to be effective. The training is provided by experienced trainers who operate under a code of conduct.