

CERTIFICATE IV IN TRAINING AND ASSESSMENT

This programme is Nationally accredited on the Fiji Qualifications Framework (FQF) by the Fiji Higher Education Commission (FHEC), and it is also registered on the Pacific Register of Qualifications and Standards (PRQS).

DESCRIPTION

This programme reflects the roles of individuals delivering training and assessment services in the skills based programme. This programme (or the skills set derived from units of competencies within it) is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured skills based programme.

CAREER OPPORTUNITIES

This qualification provides a pathway for employment as a trainer in the TVET or in the workplace. Possible job titles relevant to this qualification include but are not limited to:

- TVET Trainers/Teachers
- Training Officers
- Training Consultants
- Assistant Training Officers

LENGTH OF PROGRAMME

Full Time	1 year
Part Time	2 years

ELIGIBILITY/ADMISSION REQUIREMENTS

To be admitted to this programme a person shall have:

- i. Pass in Senate recognised Form 6/Year 12 or equivalent with English and minimum of two years relevant work experience; or
- ii. Extensive workplace, TVET or adult training experience with recommendation from the employer

COURSE INFORMATION

This programme has a total of four (4) courses.

Course Code	Course Title	Semester	Delivery Mode	Campus	Fees (FJD)
CET41	Design and Develop a Learning Programme	1	Blended	All Campuses	\$560
CET42	Processes and Methodologies of Training	1	Blended	All Campuses	\$560
CET43	Plan and Delivering Training	2	Blended	All Campuses	\$560
CET44	Assessment, Evaluation & Validation of Training	2	Blended	All Campuses	\$560

ASSESSMENT

All courses are competency based and assessment varies with each course which may include observations, questions and answers, case studies, portfolios, work samples, assignments, written tasks, oral questioning, projects, training record books, practical demonstrations, and third party reports. Workplace based assessments are applicable to working students only.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. This may be through formal or informal training, paid or unpaid work experience, and can earn you credits if relevant to the courses of this programme. Student may apply for RPL with \$100 application fee when enrolling for the programme. Student is to pay full course fee for the courses that have been awarded with an RPL.

CREDIT TRANSFER

Do you already have a qualification, statements of attainment or academic statements for courses completed at another recognised institution? If yes, Pacific TAFE may award credit transfers after assessing: learning outcomes, content, credit points and assessment tools used; and ascertaining their relevance and appropriateness to this qualification. This one-off absolute decision lies with Pacific TAFE. There is no cost for this arrangement.

EXIT POINTS

You may exit from this qualification and receive a Statement of Attainment for courses you have successfully completed.

LEARNING RESOURCES & SUPPORT SERVICES

Students are issued with learning materials and hand-outs relevant to each course. Some courses require the purchase of text books/manuals; these are available from the USP Book Centre and a copy is available from the University Library. Students will have full access to Library, Counselling Programmes, ITS Labs, email access, online learning support and Campus Life activities. Learning Support Team provides learning support via one-to-one consultation through an "open door" policy, Academic Skills Workshops and Industry Mentoring Programmes. Students can also access online learning support on "Moodle" which is USP's online learning management system.

USP'S OBLIGATIONS, STUDENTS' RIGHTS

The Student Grievance Policy and Procedures apply to all students of the University. The Student Grievance Policy provides the guiding principles for resolving student grievances, and appealing decisions about grievances. The Policy is accompanied by the Student Grievance Procedures (together referred to as the 'Student Grievance Policy and Procedures'). Students enrolled in a course will automatically become members of the USP Students' Association.

FOR MORE INFORMATION CONTACT:

Customer Service Centre

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Website: www.usp.ac.fj/pacifictafe