

*“Acquire the skills to design, deliver, review and maintain professional practice in training, assessment and moderation services within the PSET and industry workplace environment”*



EDVT40118

# Certificate IV in Education (VET Teaching)

## Information Booklet



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**NASONAL YUNIVESITI  
BLONG VANUATU**  
**NATIONAL UNIVERSITY  
OF VANUATU**  
**UNIVERSITÉ NATIONALE  
DE VANUATU**



**SCHOOL OF EDUCATION**

PSET Provider No - 3005

[www.ifev.edu.vu](http://www.ifev.edu.vu)



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## PROGRAM COORDINATOR AND CONTACTS

This booklet is developed to provide you with important information relevant to applying, enrolling, studying and completing this particular qualification, Certificate IV in Education (VET Teaching). Please ensure you read and understand all information before you enrol.

We ask that you also should read the School of Education's (SoE) Student Handbook before you enrol. You can find the Handbook on our website.

Should you have any queries, or need further information, please contact the School of Education and talk to Mrs. Angela Mahuri Samuel the Certificate IV in Education (VET Teaching) Program Coordinator.



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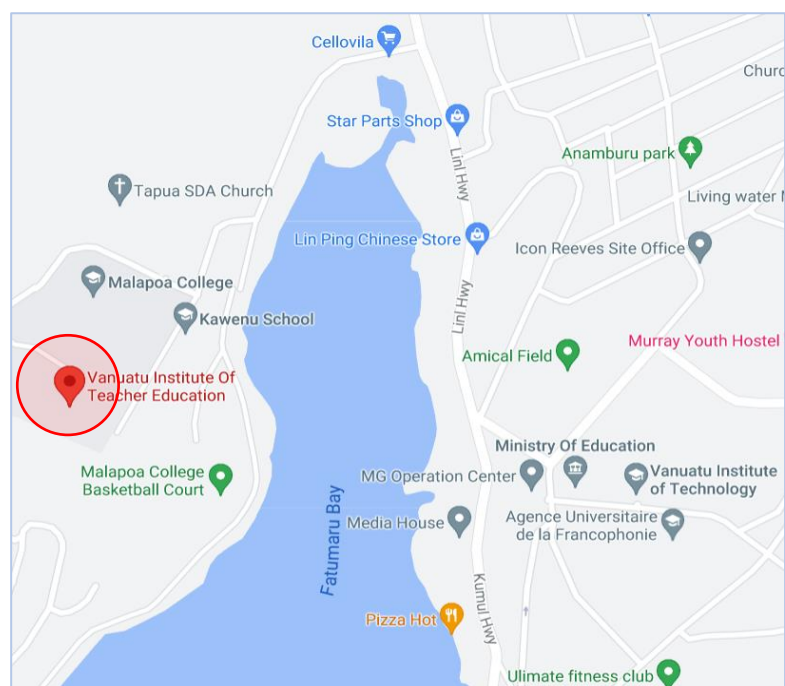
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[www.ifev.edu.vu](http://www.ifev.edu.vu)

We are at Malapoa, beside  
Kawenu Primary School and  
Malapoa College





## CERTIFICATE IV IN EDUCATION (VET TEACHING)

### Program description

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The Certificate IV in Education (VET Teaching) is designed to develop an individual with a range of technical knowledge and specialised skills to effectively design, deliver and review training and assessment as well as maintaining professional practice in the Post-School Education and Training (PSET) environment and industry workplace. The program aims to ensure that individuals are well equipped and confident to perform training and assessment services within the PSET environment and in accordance to the Vanuatu Quality Assurance Framework (VQAF) and its policy requirements.

### Professional recognition

This qualification is recognised by the Education and Training sector as the entry-level qualification and a teacher licensing requirement for trainers and assessors.

### Target group

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This program is intended or essential for:

- Individuals who wish to work as a trainer or assessor in the workplace or in PSET registered training institutions
- Trainers and assessors who want to meet the minimum qualification requirement to be recognised and be registered with the Vanuatu Qualifications Authority (VQA)
- Those who want to qualify to deliver nationally-accredited courses and vocational training in private and public registered providers as well as in secondary schools with vocational programs
- Workplace professional development officers or Human resource officers who are involved in professional development of staff or providing some form of training to any organisation, groups or communities.

This program is also delivered at the SoE campus or in other suitable training locations in Vanuatu as an In-Service training (short courses, block trainings – for practicing teachers only), or as a Pre-Service program for those wishing to teach in PSET.

### Graduate profile

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Upon successful completion of the Certificate IV in Education (VET Teaching), graduates will be able to:

1. Demonstrate a broad knowledge and understanding of training delivery and facilitation to meet specified outcomes in a variety of contexts
2. Design and develop resources and learning programs to meet client needs
3. Identify, conduct and validate/moderate assessment and assessment tools
4. Demonstrate appreciation for the selection and application of culturally appropriate facilitation and teaching strategies to a diverse group of learners
5. Create and sustain a learner-centered teaching environment that respects learners' beliefs and diverse backgrounds, and the wider educational and societal context
6. Evaluate and reflect on own professional practice and explore options to improve it

### Entry requirements to the program

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To be allowed entry into this program you must meet the following requirements:





- *Academic* - Have Certificate III or higher in any vocational subject/area from recognised institutions.
- *Language, literacy and numeracy (LLN)* – have LLN skills Level at Band 4 of the National Adult Language, Literacy and Numeracy Framework (NALLNF).
- *Experience* - Have at least 3-5 years industry work experience in the vocational subject/area.
- *Technology* - Be able to use basic computer programs (Word, PowerPoint, Internet Email) to complete tasks.

Special entry

- Applicants who are unable to meet the above *academic* entry requirements, but who have at least 5 years of relevant work experience, who meet the LLN entry requirements, and who are able to demonstrate ability to study at this level, may be allowed approval from SoE’s Interim Management Committee (IMC).

Applicants are required to complete an LLN diagnostic assessment during the enrolment process. If you are unable to meet the above *LLN* entry requirement you may consider taking some internal foundation or bridging programs to enhance your skills to meet the above criteria and the opportunity to pursue the course.

You are required to have access to a workplaces or practice environments that will provide you with the opportunity to practice your training and assessment skills in a real workplace, and complete tasks with real vocational learners.

During enrolment you will also undergo a pre-training review which will help make sure this course is right for you and identify any additional support you may need.

## Pathways

### Academic pathways

After achieving this qualification, depending on interests and skills/knowledge/experience, graduates may undertake higher level qualifications in Education and Training. You may also apply to the School of Education for entry into a Bachelor of Education program.

### Employment pathways

This qualification can open up a range of employment possibilities for you in job roles including:

- Trainer and/or Assessor in a registered PSET provider
- Workplace Trainer and/or Assessor
- TVET Teacher
- University Lecturer in VET programs
- Training Consultant
- Training Needs Analyst
- Secondary School Teachers can become TVET in Schools Teachers
- Organisation/enterprise HR Trainer and/or Assessor
- Community Trainer/Educator

## Program structure

This qualification contains 12 Units of Competency structured to develop your competency domains of LLN, learning design, delivery & facilitation, assessment and professional practice.

Competency domain	Unit of competency	Credit points
<i>CORE units</i>		



Language, Literacy and Numeracy	TALN0217 Access resources and support to address foundation skills in vocational Practice	3
	TALN0117 Address Adult LLN skills	4
<i>SPECIALISE units</i>		
Design learning	TALD0117 Design and develop learning programs	6
	TALD0217 Use training packages and accredited courses to meet client needs	3
Assessment	TAAS0117 Plan Assessment Activities and processes	5
	TAAS0217 Assess Competence	3
	TAAS0317 Participate and conduct assessment Validation	4
	TALD0417 Design and develop assessment tools	5
Delivery and facilitation	TADF0317 Plan, organise and facilitate learning in the workplace	3
	TADF0217 Plan, organise and deliver group-based learning	4
	TADF0117 Provide work skill instruction	5
Professional practice	TAPP0117 Maintain and enhance professional practice	6
(All CORE units + SPECIALISE units) Total Credits =		51

Download the structure from SoE's website at [http://www.ifev.edu.vu/en/training/str\\_CERT.IVEd\\_VETT.pdf](http://www.ifev.edu.vu/en/training/str_CERT.IVEd_VETT.pdf)

### Qualification requirements

To be awarded the Certificate IV in Education (VET Teaching) you must complete all 12 Units of the course; 2 Core and 10 Specialise units. Total of 51 credit points must be achieved.

### Early exit points from the course

You may exit from the program at any point with a Statement of Attainment. If the full qualification is not completed, a Statement of Attainment will be issued for any unit of competency completed.

## Program delivery

### Class and study estimated time

Please use these estimated hours as a guide only, times will vary depending on the learning style, skills and experience of learners.

Total nominal hours: 510 hours (as prescribed in the EDVT40118 *Approval to Deliver Document*)

Total duration of the program in weeks:	16-18 weeks
Number of classroom face-to-face learning weeks:	9-10 weeks
Minimum classroom teacher-directed hours:	240 hours
Minimum work-based learning hours:	160 hours
Minimum learner-directed hours:	110 hours
Average learning hours per week (1 credit = 10 learning hours):	30 hours per week

Learning weeks and hours include:

- Pre-course reading and research
- Classroom (face-to-face)
- Independent study/reading/research
- Practical work placement
- Learner support days (face-to-face)
- Preparation for presentations
- Completion of assessments



## Delivery modes

Delivery will include face-to-face classes, one-on-one and small group sessions and workshops, combined with independent out-of-class learning, some work-based learning and a small number of online activities.

## Clusters

The program is divided into 4 clusters and 1 stand-alone unit that build on each skills level that will support your learning and provide you with a clear framework for your skills development.

<b>Cluster 1</b>	<b>Address LLN in Vocational education</b>	<b>Units:</b> TALN0217 and TALN0117
This cluster will provide the skills and knowledge you require, as a vocational trainer or assessor, to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment, and to use resources and strategies that address and meet the needs of your learners.		
<b>Cluster 2</b>	<b>Develop and use learning programs</b>	<b>Units:</b> TALD0117 and TALD0217
This cluster will provide you with the background of the PSET environment and the standards that guide the sector, accredited courses and units of competency and how to design learning programs that meet the requirements of clients, industry and your learners.		
<b>Cluster 3</b>	<b>Assess learning programs</b>	<b>Units:</b> TAAS0117, TAAS0217, TAAS0317 and TALD0417
This cluster will provide the skills and knowledge you require, as a vocational and workplace assessor, to determine the assessment approach, plan the assessment process and implement assessment activities including recognition of prior learning (RPL). It will cover the specialised skills to develop and trial assessment processes and tools, moderate assessments, gathering evidence and making assessment decisions.		
<b>Cluster 4</b>	<b>Deliver and facilitate learning programs</b>	<b>Units:</b> TADF0317, TADF0217 and TADF0117
This cluster will provide you with the skills and knowledge to prepare for, deliver and facilitate group-based learning programs, individual workplace learning programs and to enhance your training and presentation skills. It will cover the key theories and principles that guide adult learning.		
<b>Stand-alone</b>	<b>Maintain professional practice</b>	<b>Unit:</b> TAPP0117
This unit will provide you the skills and knowledge to manage your professional practice and to take responsibility for your professional development in the provision of training and assessment services in the vocational education and industry workplace environment.		

## Scheduling options

The program can be taken FULL-TIME or PACED. Please consider these options and ensure that you have decided the right option for you.

### **FULL-TIME:**

Attend one cluster directly after each other over 16-18 weeks, equivalent to 1 semester of full-time study. This option requires a considerable amount of commitment and engagement with the learning between clusters to allow the learning to set in before the next cluster. If you do not have the required time to commit to this option, then we highly recommended that you go for the PACED option.

### **PACED:**

Attend the clusters in 3 Blocks of training over 12 months, with gaps between your learning. This is the preferred option if you do not have the required time or cannot be away from your workplace for long. This option provides enough flexibility in your engagement with learning between clusters to allow the learning to set in before the next cluster while also completing your job at your workplace.



## Recognition of Prior Learning (RPL)

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RPL is the generic term for formal assessment of a learner's current knowledge and skills to confirm and recognise the learning outcomes a learner has already obtained in non-formal, informal, experiential, workplace and/or formal learning contexts. If you think you may be able to gain RPL for any of the EDVT40118 units, please speak to us to request an RPL Application Form and further information. Note that RPL is a tough, evidence-based form of assessment so you will need to be able to supply evidence for any units for which you are applying for RPL.

Requirements for RPL is available on the SoE website on <http://www.ifev.edu.vu/en/training/rpl.html>

## Assessments

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Assessments in this qualification includes workbook activities, practical tasks, presentations, reflective tasks and project work. Note that the program focus is on working with tasks and templates that are used in real situations in the workplace. For example, creating a session plan.

A timetable will be given out on the first day of training which will include assessment due dates. Please refer to the SoE Student Handbook regarding Assessment, Appeals, Re-assessment and Special Assessment Circumstances.

## Materials and requirements

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You will need access to a computer with Microsoft Word, PowerPoint and internet access for the purposes of research and completing assessments. If you do not have access to a computer, please talk to us about accessing a computer on the SoE campus.

You will need to provide your own:

- Pens & pencils
- Paper or notebook
- Materials, appliances or equipment for use during presentations in class
- Laptop (optional but highly recommended). Having a laptop in class will allow you to conduct internet research and type up your assessments into the templates we provide. This will save you from having to do this at home.

Learner guides, assessment booklets and handouts will be provided throughout the program and are included in the course fee.

## FEES

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### Program fee

Full fee: VUV182.725

This fee covers all training and assessment materials, tuition, learner support services and program administration. Fees must be made before the program commences. Generally, VUV18.000 will be taken as a deposit for upfront payments, with the balance to be paid via a payment plan or request for invoice/purchase order (eg. If sponsor or employer is paying).





## Additional fees and charges

Additional fees and charges may apply to you depending on your situation, choices and the options you take.

Particulars		Amounts
Late Registration fee ( <i>fee/fine is applied a week after registration week</i> )		VUV 7.000
Boarding fees	Full Boarding ( <i>covers accommodation, breakfast, Lunch and evening meals</i> )	VUV 72.035
	Day Boarder ( <i>covers lunches only</i> )	VUV 16.000
Laptop hire fee ( <i>fee covers hiring of a SoE laptop for the duration of the course</i> )		VUV 20.000

All fees are subject to the SoE Fees and Refund Policy, for relevant details please refer to this policy in the Student Handbook and on our website <http://www.ifev.edu.vu/en/support/feestructure.html>

## HOW TO APPLY

Program information - Make sure you fully read and completely understand the details provided in this Information Booklet and the SoE Student Handbook before you apply.

Eligibility - Ensure you meet the entry requirements or other conditions of enrolment before you apply.

Complete an application form - Access an application form either from:

- (i) our main office in Port Vila; or
- (ii) your nearest provincial education office; or
- (iii) through our website <http://www.ifev.edu.vu/en/training/applications.html>
- (iv) or through our Facebook page <https://www.facebook.com/vite.ifev>

Submit your application - Just make sure that your documents reach the SoE before the closing date. You can send your completed form and all the required attachments to SoE, either:

- (i) via email, or
- (ii) through the post office. Our addresses are in the application form
- (iii) deliver your application by hand at the SoE reception in Port Vila.

Once received, our team will be in touch to discuss your application and finalise your enrolment.

More information on steps to apply is on our website: <http://www.ifev.edu.vu/en/training/applications.html>

COMPLETE YOUR

CERT IV

BECOME A TRAINER