

TRADIE2TRAINER PROGRAM HANDBOOK 2024



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About CITB

The Construction Industry Training Board (CITB) was created at the request of the South Australian building and construction industry. It is established by an Act of Parliament known as The Construction Industry Training Fund (CITF) Act 1993 “The Act”.

CITB is a whole-of-industry led organisation that provides support to attract, train and retain South Australian building and construction workers by providing leadership in training and skills development.

What is tradie2trainer?

South Australian training providers are struggling to attract qualified trainers. We know that there are many existing workers in the building & construction industry with immense knowledge and experience of their trade who would be able to provide quality training to the next generation of workers at the standard the construction industry expects.

tradie2trainer is at no cost to the participant and aims to upskill tradies currently working to transition to become a trainer, thereby sharing and passing on knowledge and skills for the benefit of the building & construction industry.

There are limited places available in this intake for the program. Most in demand trades will take initial preference, however, anyone working in the building & construction industry with an approved CITB number (or in the process of renewing their CITB number) is encouraged to apply.

What training will be provided?

Participants who complete tradie2trainer will receive:

- Certificate IV in Training and Assessment (TAE40122)
- Introductory training in Microsoft Word, Excel and PowerPoint
- Work experience opportunities at CITB endorsed training providers
- Working With Children Check

Units of Competency

To receive the TAE40122 Certificate IV in Training and Assessment qualification, tradie2trainer participants must satisfactorily complete 12 units of competency; 6 core units and 6 elective units outlined below.

Core/Elective	Unit Code	Unit title
Core	TAEASS412	Assess competence
Core	TAEDES412	Design and develop plans for vocational training
Core	TAEDEL411	Facilitate vocational training
Core	TAEASS413	Participate in assessment validation
Core	TAEDES411	Use nationally recognised training products to meet vocational training needs
Core	TAEPDD401	Work effectively in the VET sector
Elective	TAEASS404	Assess competence in an online environment
Elective	TAEDEL412	Facilitate workplace-based learning
Elective	TAEDEL405	Plan, organise and facilitate online learning
Elective	TAEDEL311	Provide work skill instruction
Elective	TAELLN422	Use foundation skills resources, strategies and advice
Elective	BSBAUD412	Work within compliance frameworks

Program outcomes

Program outcomes include the development of skills & knowledge required to:

- Design learning plans
- Learn to apply the latest thinking on learning engagement and adult learning theory
- Learn how to interpret a unit of competency
- Understand standards, competencies and evidence required to support competency
- Participate in validation of assessment activities
- Learn how to assess learners in the workplace
- Become a confident presenter and facilitator of learning
- Practice effective ways of supporting workplace learning
- Identify how to support candidates who have language, literacy and numeracy challenges

Program duration

tradie2trainer is scheduled on a yearly basis with attendance required once a week. In the program there are approximately 45 contact training days between 4:00pm - 7:00pm over 45 weeks.

Eligibility criteria

Anyone working in the building & construction industry who is an Australian citizen or permanent resident and has an approved CITB number (or in the process of renewing their CITB number). Examples include:

- Full-time or part-time workers including contractors and subcontractors
- Anyone looking to reduce their hours working outside or on the tools
- Injured workers seeking a suitable return to work
- Anyone recently retired or looking to transition into retirement from the building & construction industry
- Building & construction industry workers looking for career change

Applying for tradie2trainer

Applicants are required to:

1. Go to the CITB website (www.citb.org.au/funding-programs/tradie2trainer/)
2. Submit an online application including:
 - a. A cover letter outlining your reasons for applying for tradie2trainer
 - b. Your current resume including current professional references with contact numbers
 - c. A copy of your qualification or trade papers you specialise in
 - d. Working with children check (if current)
3. Attend a mandatory information session which will give you an overview of tradie2trainer and provide you with an opportunity to ask questions you may have. To register for the information session please visit <https://www.eventbrite.com.au/e/tradie2trainer-2024-information-session-mid-year-intake-tickets-932147507287>

Shortlisted applicants will be invited to attend a selection interview that will be conducted at our office in Keswick. If preferred, regionally based applicants will be offered an interview by phone or Zoom/Microsoft Teams.

Language Literacy and Numeracy (LLN) Assessment

Every learner studying at a nationally recognised training organisation must meet the eligibility criteria which includes completing the LLN assessment as part of the requirements to access Government subsidised funding for each course they enrol in. Subsidised funding cannot be accessed without the completion of the LLN assessment.

The purpose of the LLN assessment is to ensure that if adjustments need to be made to the training approach they can be considered. Occasionally, if the assessment recommends a foundation skill course be completed, this will be at no additional cost. The end result is to ensure that each person who chooses to enrol will be supported with the best opportunity to successfully complete the tradie2trainer program.

Once eligibility has been determined, participants will need to fill in enrolment documents from the training provider before the commencement of the tradie2trainer program. This will include a link to complete an online LLN assessment before the tradie2trainer program starts. LLN assessment will be emailed to the address that you supply on your enrolment form. Please allow approximately one hour to complete the assessment.

Working With Children Check

In South Australia by law, you are required to have a valid Working with Children Check (WWCC) if you work, or intend to work, as an employee or volunteer, in a child-related area.

A Working with Children Check is an assessment of whether a person poses an unacceptable risk to children. As part of the process The Department for Human Services Screening Unit will look at criminal history, child protection information and other information.

WWCC are valid for five years, regardless of where you work. If you're not sure whether you have a valid WWCC you can conduct a search via The Department for Human Services website: <https://www.dcsiscreening.sa.gov.au/SCApplicantRegistrationStatus>

Possible career outcomes

This qualification will equip you with the skills to deliver training and assessment in your area of expertise within the VET sector.

Potential roles may include:

- Workplace trainer/assessor
- Registered training organisation (RTO) trainer/assessor
- Vocational teacher
- Mentor/coach
- Lecturer
- Field Officer – Group Training Organisation
- Apprenticeship/employment consultant

PLEASE NOTE: THIS COURSE WILL NOT GUARANTEE YOU AN EMPLOYMENT OUTCOME

Frequently Asked Questions

How is the tradie2trainer program funded?

This program is jointly subsidised through the Government of South Australia & The Construction Industry Training Fund (CITF) administered by CITB. The cost of your training will be paid directly to the training provider.

Who provides the training for the program?

The training for the TAE40122 Certificate IV in Training and Assessment qualification will be provided by Auctus Training & Education. The contact information for CITB endorsed training providers will be offered for participants to complete mandatory work experience during the tradie2trainer program.

Will this qualification increase my job prospects?

Think of a career change a little like starting an apprenticeship (or your construction career). You may start your trainer/assessor role on a sessional or casual basis a couple times a week or you may be given a small training program that lasts a couple of week's duration while your newly obtained skills are honed, and you see how you fit in with your new teaching environment.

This is not dissimilar to how we all originally started off; lots of people watching you and suggestions made on how we can improve etc; however, this time around we are a lot more mature and experienced and the progression to the type of role you are searching for may come more quickly. Remember that experienced qualified trainers are hard to recruit so most training organisations will mentor and assist you through this early stage.

Like your early years of working in the construction industry, pay rates are on the lower side, but as you gain experience and knowledge as a trainer your rate of pay will increase. Depending on the training organisation you may be employed as a contractor and paid on an hourly or session-by-session basis as you progress through your career you may be offered fulltime & part time positions or be able to negotiate an arrangement that suits your lifestyle.

What attributes do I need to be an effective trainer/assessor?

Industry and education professionals suggest people who work well as trainer/assessors have some or most of the following characteristics:

- Current industry knowledge and experience including current licences
- Strong personal attributes: assertiveness, patience, flexibility, tolerance, and resilience
- The ability to communicate effectively and build relationships with a broad range of people
- The ability to analyse, solve problems and know how to go about finding the information required
- The ability to work constructively and supportively across gender, age groups, and culture
- Willingness to learn and to share your knowledge with others
- Basic computing skills: Word, Excel, PowerPoint, Outlook, and Internet
- Ability to pass Working with Children and medical checks



Contacts

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