



CERTIFICATE IV OPPORTUNITIES FOR PADI INSTRUCTORS



How can I best achieve a Certificate IV in Training & Assessment TAE40116?

It's not hard at all – you will need to find an RTO that delivers the TAE40116. There are different delivery styles to suit your individual needs. Delivery can be face-to-face, online and virtual or a blended delivery of face-to-face and online learning.

To find RTOs that offer the Certificate IV training in all States and Territories:

- log onto www.training.gov.au to find RTOs that deliver the TAE training package

I already hold a Certificate IV TAE40110. How can I upgrade it to the latest Cert IV TAE40116?

If you hold Cert IV in Training and Assessment TAE40110, you need to upgrade to Certificate IV in Training and Assessment **TAE40116**.

The upgrade comprises of completing two additional units of competency:

- TAE LLN411 – Address adult language literacy and numeracy skills
- TAE ASS502 – Design and develop assessment tools

As well as completing gap training and assessment in the following two assessment units of competency:

- TAE ASS401 – Plan assessment activities and processes
- TAE ASS403 – Participate in assessment validation

If you have not yet done so, simply contact a training provider and discuss best options for you to upgrade.

I already hold a new Certificate IV TAE40116; how can I register with PADI RTO?

Teaching status PADI or EFR Instructors can follow these simple three steps:

Step 1: Refer to [Become a PADI RTO Trainer](#) or email [PADI RTO](#) and ask for “Step by Step” guidelines for PADI RTO registration.

Step 2: Send your completed RTO Trainer Registration Form together with copies of *all* required prerequisite evidence to [PADI RTO](#) for review and processing.

Step 3: Once PADI RTO has received and verified all required evidence, you will be contacted to make an appointment for a PADI RTO (phone) induction, which will complete the registration process. You will receive written authorisation to teach the unit(s) of competency you applied for.

I already am registered with PADI RTO; how can I update or upgrade my registration?

- **Update your RTO File** – send copy of new paperwork to [PADI RTO](#) (e.g. CPR/FA or O2 refresher, updated clearance to work with children, copy of Cert IV TAE to replace copy of older certificate on file, LLN / professional development register, Trainer Matrix, etc.)
- **Upgrade your status** – email [PADI RTO](#) and ask for guidelines to upgrade your existing registration, specifying which units you also want to teach (e.g. add diving units to non-diving units, or add any unit to those you already are authorised to teach).

www.padirto.com