

Certificate IV in Training and Assessment (TAE40122)

2027 INFORMATION PACK

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TasTAFE TASMANIA

Qualification Information

This highly sought-after qualification, TAE40122 Certificate IV in Training and Assessment, commonly known as 'TAE', is the minimum requirement for teachers, trainers and assessors (VET practitioners) in the vocational education and training sector (VET) in Australia.

It focusses on learning how to conduct good-quality training and assessment, aligned to nationally recognised training products.

It is suitable for those:

- with current and broad experience within their industry and who wish to become teachers, trainers and/or assessors in the VET sector
- wanting to give back to their industry through training the next generation

Delivery

Facilitated and online learning

- Induction, learning resources, assessments
- Weekly live and interactive webinars
- Individual teacher contact and support

12 units of competency

- 6 core units and 6 elective units
- Units delivered in clusters/skill sets

Study Duration

- 12-month enrolment period
- Requires 10–12 hours' study per week in addition to webinar times during designated study blocks

Course Fees

- 2027 TAE40122 course fee as advertised on the TasTAFE website
- Payment plans for the full course are available on request (see payment and refund policy on p. 8)

Enrolment

- Pre-entry requirements (see below)
- Anytime enrolment
- Applications and enquiries via the TasTAFE website

Entry Requirements

Applicants must be able to demonstrate vocational competency in their proposed training and assessing area. Vocational competence is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification.

This will be evidenced through providing:

- current resume – showing broad industry knowledge and experience
- trade/industry qualification

We also require:

- achievement of ACSF level 3 English and level 2 maths in the TasTAFE LLN assessment
- a short 20-minute online individual course conversation with a teacher to approve entry

TAE40122 example course structure – unit clusters

Work Skill Instructor Skill Set

UNITS:

TAEDEL311 Provide work Skill instruction

TAEPDD401 Work effectively in the VET sector

Facilitation

UNITS:

TAEDEL411 Facilitate vocational training

TAEDES412 Design and develop plans for vocational training

BSBCMM411 Make presentations

Assessor

UNITS:

TAEASS412 Assess competence

TAEASS413 Participate in assessment validation

TAEDES411 Use nationally recognised training products to meet vocational training needs

TAEASS311 Contribute to assessment

Online Learning and Assessment Skill Set

UNITS:

TAEASS404 Assess competence in an online environment

TAEDEL405 Plan, organise and facilitate online learning

ELECTIVE UNIT:

TAEDEL414 Mentor in the workplace

Elective Unit Note:

Alternatively, if you have an eligible elective unit from a current Certificate IV or above qualification, a credit transfer may be applied. Applicants must be able to provide a verifiable USI transcript before enrolment.

TAE40122 Example Schedule 1

Dates: 1 February 2027 to 3 December 2027 (days may be subject to change)

Learning Sequence	Live webinar details
Work Skill Instructor Skill Set	Start 1 February for 3 weeks Monday and Wednesday, 5:30–7:30pm
Facilitation units	Start 9 March for 6 weeks Tuesday and Thursday, 5:30–7:30pm
Assessor units	Start 10 May for 7 weeks Monday and Wednesday, 5:30–7:30pm
Online Learning & Assessment Skill Set	Start 26 July for 6 weeks Monday and Wednesday, 5:30–7:30pm
TAEDEL414 elective unit	Anytime Weekly tutorials 4 hours of webinar time

Example Schedule 2

Dates: 8 March or 26 April 2027 to March/April 2028 (days may be subject to change)

Learning Sequence	Live webinar details
Work Skill Instructor Skill Set	Start 8 March or 26 April for 3 weeks Monday and Wednesday, 5:30–7:30pm
Facilitation units	Start 25 May for 6 weeks Tuesday and Thursday, 5:30–7:30pm
Assessor units	Start 9 August for 7 weeks Monday and Wednesday, 5:30–7:30pm
Online Learning & Assessment	Start 18 October for 6 weeks Monday and Wednesday, 5:30–7:30pm
TAEDEL414 elective unit	Anytime Weekly tutorials 4 hours of webinar time

Requirements

- Computer equipment and technology – a laptop or PC is required as phones/tablets are insufficient for extended study periods and webinars
- Reliable internet for online webinars
- A webcam, headset, microphone, and access to a video recording device or smartphone

You will also need:

- to organise your own adult learners for practice and assessment tasks for most skill sets
- a minimum of **five (5) learners** (face-to-face and in-person) to complete your facilitation sessions
- to attend webinars (strongly recommended) in the Assessor Skill Set, as much of the assessment is conducted in class time

Digital skills:

- word processing skills, including saving, filing, uploading and downloading documents and video files
- using basic presentation programs such as PowerPoint
- using TasTAFE's learning management system (Canvas)
- using communication tools such as email, Zoom and MS Teams
- navigating online to undertake research

Language, literacy and numeracy skills

- developing and reviewing assessment instruments, as well as planning, conducting and validating assessments
- researching, reading and interpreting national training packages
- delivery of one-on-one, group-based and practical work-based training
- delivery of presentations in a number of contexts using a range of skills
- writing a range of documents
- receiving and providing feedback to peers and learners

Am I eligible for recognition or credit transfers?

TasTAFE is committed to ensuring the opportunity to apply for recognition is made available to all learners, and as far as possible, the process is streamlined, individualised, holistic and task based.

You are able to have your competency from prior learning and work experience within the VET sector recognised in this qualification through the following arrangements:

- **Credit Transfer:** If you have successfully completed training with TasTAFE or another RTO, relevant verified units may be eligible for credit transfer. Please provide a verifiable USI transcript before enrolment.

- **Recognition:** If you have skills and experience and are able to demonstrate competence and currency in the VET sector aligned to a unit or units of competency, you may be eligible for recognition.
  - Recognition assessment requires no less evidence than what is established for general course assessment.
  - Recognition is conducted according to the same principles of assessment and rules of evidence as course-based assessment.

Key methods of providing assessment evidence for recognition may include, but are not limited to:

- portfolio of workplace documentation related to unit requirements
- observation of performance in the workplace and/or simulated workplace environment
- questioning (professional competency conversation)

If you wish to gain further information about recognition, please contact us to arrange an initial discussion with our Recognition Consultant. Recognition requires enrolment and payment of fees the same as any other assessment pathway.

TasTAFE Payment and Refund Policy

It is important that you arrange full payment prior to your course commencement date.

We understand that investing in your professional development is a significant commitment. To make the qualification more accessible, TasTAFE has a payment plan option, allowing you to spread the cost of your course over manageable instalments. Payment plans are available only for the full TAE40122 course.

A refund will only apply if you formally advise TasTAFE of your intention to withdraw from the TAE40122 course 72 hours prior to the commencement of the course. There is no refund once a course has commenced.

If you have any further questions about the TAE40122 - Certificate IV in Training and Assessment course, do not hesitate to contact the TAE team. Please call 1300 655 307 or email trainingandassessment@tafe.tas.edu.au

TAESS00028 Work Skill Instructor Skill Set

TAESS00028 is a skill set from the TAE (Training and Education) Training Package. This skill set is a great introduction to vocational training and offers a 'taster' of the full TAE40122 qualification for those thinking they may like to become a trainer and/or assessor.

The skill set focusses on two units that are practical in essence and provide an insight into the full qualification.

These units provide credit towards the TAE40122 Certificate IV in Training and Assessment qualification. If you wish to complete the full qualification, you will need to enrol separately for this.

Is this qualification for me?

This skill set is for individuals who work under supervision to deliver training to others in the VET sector via a face-to-face and in-person delivery model. The skill set will cover how to train colleagues in work skills and also how to plan and conduct a presentation.

Delivery

Facilitated and online learning

- Induction, learning, assessments
- Weekly live and interactive webinars
- Individual teacher contact and support

Study

- Anytime enrolment
- 2 live webinars per week for 3 weeks
- 10–12 hours' study per week in addition to the webinar sessions

Course Fee

- The 2027 TAESS00028 course fee is as advertised on the TasTAFE website: https://www.tastafe.tas.edu.au/

2 units of competency	2027 live webinar start dates
TAEDEL311 Provide work skill instruction **TAEPDD401** **Work effectively in the VET sector** • 3 weeks of webinars • Mondays & Wednesdays • 5:30–7:30pm	1 February 8 March 26 April 30 June 19 July 23 August 11 October 15 November

Disclaimer: Information is correct at the time of publication and is subject to change. Course details and schedules are indicative only. Please check the TasTAFE website for the latest information before applying or enrolling.



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