# TAE40116 – Certificate IV in Training and Assessment

## INFORMATION PACK

**TAE Training Package Release 3.1**

RTO 60142

TasTAFE

Tasmanian Government

www.tastafe.tas.edu.au

# Contents

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# Information for students

Thank you for your interest in the Training and Education (TAE) qualifications.

## About the qualification

The Training and Education Training Package offers a range of qualifications that are designed primarily to meet the needs of people delivering and assessing recognised training in Australia's Vocational Education and Training (VET) sector.

These qualifications develop the skills and knowledge you need to understand the VET sector, design learning to meet the needs of learners and enterprises, deliver training, and plan and conduct assessments.

For your job role, the full TAE40116 qualification may not be required and a skill set may be more appropriate. Skill sets may be more suitable if you are delivering and assessing non-accredited training, often in an enterprise environment.

Teachers in Vocational Education and Training (VET) require vocational competance, a current qualification in their industry area and also, as a minimum, the current Training and Assessment qualifications as deemed by Australian Skills Quality Authority (ASQA). This is currently TAE40116 – Certificate IV in Training and Assessment or its equivalent. You may also hold a higher qualification in adult education and training.

TasTAFE is offering three products from the TAE Training Package:

- TAE40116 – Certificate IV in Training and Assessment (full qualification)
- TAE40116 – Certificate IV in Training and Assessment – Upgrade from TAE40110
- TAESS00014 – Enterprise Trainer – Presenting Skill Set.

Please read the information about each product before you apply to enrol.

## Vocational competency and currency

You must hold vocational competency and currency in the area in which you intend to teach. You will need to provide evidence of this vocational competency and currency in your application, i.e. Certificate III in Commercial Cookery backed up with your CV and a word document outlining where and when you have used of this qualification in industry and demonstrating currency in using this qualification

If you are unsure of what evidence to attach to your application, please contact
trainingandassessment@tastafe.tas.edu.au.

## Language, Literacy and Numeracy (LLN)

A high level of language, literacy and numeracy skills is required of a VET teacher.

National research indicates that a level of language, literacy and or numeracy (LLN) support is required by many learners. TasTAFE is committed to supporting you to successfully complete your studies and enhance your learning experience.

We would like to identify any LLN needs you may have as soon as possible, so that we can provide you with assistance to make sure you achieve success in this program.

## Recognition of Prior Learning and Credit Transfers

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

Recognition assessment is an extension of the normal assessment process, and requires no less assessment than what is established for general course assessment. In the same way as course-based assessment, recognition is conducted according to the principles of assessment and rules of evidence.

Recognition in the form of RPL (Recognition of Prior Learning) and CT (Credit Transfer) is offered to students prior to enrolment.

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:

- If you have successfully completed previous training with TasTAFE or another RTO, relevant units will be eligible for credit transfer.

- If you have skills and experience and are able to demonstrate competence and currency with the VET sector, in a unit or units of competency you may be eligible for recognition of prior learning.


Key methods of proving prior knowledge and learning may include, but are not limited to:

- questioning (competency conversation)

- observation of practical tasks

- observation of performance in the workplace and/or simulated workplace environment

- provision of workplace documentation related to unit requirements.


Testimonials/third party reports must clearly relate to unit requirements, be expressed in workplace language and be used to confirm assessment judgement and consistency of performance. They are not sufficient evidence on their own.

If you wish to apply for recognition of prior learning, you will be sent the TAE Recognition Information which outlines the assessment requirements for each unit and provides a guide about the types of evidence to be submitted.


## Fee payments

All fees must be paid or a payment plan negotiated prior to entry into your chosen program.

You cannot access learning and assessment materials without this being completed. A Cooling Off Period for fees applies for some courses. You will be advised of this date upon enrolment, after which a fee refund will not be possible except in extenuating circumstances. The process for this is advised on induction.

# TAE40116 – Certificate IV in Training and Assessment

TAE40116 is the qualification required by all trainers and assessors delivering from training packages in Vocational Education and Training (VET) in Australia. It will provide you with the knowledge and skills you need for and about the vocational education sector.

The qualification is suitable if you have current vocational qualifications and experience and are looking to conduct structured training and/or assessment in the workplace or for a Registered Training Organisation.

The course will centre on three main topics– designing, facilitating and assessing for adult and applied learning.

**Please note you will need to enrol in both TAE40116 and the Enterprise Trainer-Presenting Skill Set to complete the qualification.**

## What are the entry requirements for this program?

Prior to enrolling in this training program, you must must be able to demonstrate an adequate level of language, literacy and numeracy skill and vocational competency in your proposed teaching and assessing area. Vocational competence is defined as broad industry knowledge and experience, and may include holding a relevant unit of competency or qualification.

In your application you will need to provide:

- Year 12 certificate

    or

- Undertake the TasTAFE LLN Assessment achieving an ACSF level 3

**and**

- evidence of vocational competency in the area in which you intend to teach i.e. Certificate III in Commercial Cookery; Certificate IV in Engineering
- your CV showing your experience using this qualification
- a word document outlining where and when you have used of this qualification in industry and demonstrating currency in using this qualification

### Requirements for successful completion

You will require access to a vocational training and assessment environment to complete assessments such as group delivery and assessing students using National Training Packages

You will also require access to a suitably qualified mentor holding TAE40116 or equivalent for some assessment observations

**\* If you are unable to use your own workplace, you are required to complete your assessments in a volunteering capacity in an environment that uses National Training Packages. You will need to organise this yourself.**

## What skills and attributes do you require for successful completion?

You will need:

Digital literacy skills to meet training and assessment requirements, including:

- word processing skills such as saving, filing and retrieving documents, typing in templates

- basic presentation programs such as PowerPoint

- using TasTAFE's Learning Management System (Canvas)

- using communication tools such as email, Zoom and Skype

- navigating online to undertake research.

Language, literacy and numeracy skills to meet training and assessment requirements including:
- researching, reading and interpreting of National Training Packages

- developing and reviewing assessment instruments, as well as planning, conducting and validating assessments

- delivery of one-on-one, group-based and practical work-based training

- presenting in a number of contexts using a range of skills

- writing a range of documents

- receiving and providing feedback to peers and learners

- conducting assessments, presentations and training, including being observed.

If you do not possess these requirements, support services will be offered for advice about support and pathway options. This may include enrolment into basic computer courses, entry into micro digital sessions, and/or study skills sessions. We would actively encourage you to undertake the bksb LLN assessment to help identify any supports required.

## What are the units?

There are 10 units required to complete this qualification – 9 core units and 1 elective.

There are no prerequisite units.

### TAEDES401 Design and develop learning programs (core)

This unit is about the skills and knowledge needed to conceptualise, design, develop and review learning programs to meet an identified need for a group of learners. It will cover the skills and knowledge needed to identify the parameters of a learning program, determine its design, outline the content and review its effectiveness. It is relevant to trainers or facilitators who work under limited supervision to design, or develop, learning programs that are discrete and provide a planned learning approach that relates to specific learning and training needs, or part of the learning design for a qualification.

### TAEDES402 Use training packages and accredited courses to meet client needs (core)

This unit is about the skills and knowledge required to use training packages and accredited courses as tools to support industry, organisation and individual competency development needs. It is relevant to trainers who are working in or with training and/or assessment organisations as an entry-level trainer, teacher, facilitator or assessor using a pre-defined training product, such as a training package or accredited course.

### TAEDEL401 Plan, organise and deliver group based learning (core)

This unit is about the skills and knowledge required to plan, organise and deliver training for individuals within a group (**at least 8 people**). It is relevant to an entry level trainer, teacher or facilitator structuring a learning program developed by others in, or with, a training and assessment organisation.

### TAEDEL402 Plan, organise and facilitate learning in the workplace (core)

This unit is about the skills and knowledge required to plan, organise and facilitate learning for individuals in a workplace, using real work activities as the basis for learning. It is relevant to a person working as an entry-level trainer, teacher or facilitator or an employee, team leader or workplace supervisor responsible for guiding learning through work.

### TAEASS401 Plan assessment activities and processes (core)

This unit is about the skills and knowledge required to plan the assessment process, including recognition of prior learning (RPL), in a competency based assessment system. It is relevant to trainers with assessment planning responsibilities. In planning activities and processes, trainers are required to identify the components of assessment tools, analyse and interpret assessment tools, and develop assessment instruments/tasks and assessment plans.

### TAEASS402 Assess competence (core)

This unit is about the skills and knowledge required to implement an assessment plan, and gather quality evidence to assess the competence of a learner using compliant assessment tools. It is relevant for teachers, trainers and assessors in enterprises and registered training organisations (RTOs) and those providing advisory services.

## TAEASS403 Participate in assessment validation (core)

This unit is about the skills and knowledge required to participate in an validation process. It is relevant to assessors and workplace supervisors with assessment validation responsibilities participating in, but not necessarily leading, the process.

## TAEASS502 Design and develop assessment tools (core)

This unit is about the skills and knowledge needed to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment. It is relevant to experienced practitioners responsible for the development and/or delivery of training and assessment products and services.

## TAELLN411 Address adult language, literacy and numeracy skills (core)

This unit is about the skills and knowledge a vocational trainer or assessor requires to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment and to use resources and strategies that meet the needs of the learner group. It is relevant for trainers, assessors and those who develop resources.

## TAEDEL301 Provide work skill instruction (elective)

This unit is about the skills and knowledge required to conduct individual and small group instruction, demonstrate work skills and assess the success of the training and one's own training performance, using existing learning resources in a safe and comfortable learning environment. It emphasises the training as being driven by the work process and context and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations.

## BSBCMM401 Make a presentation (elective)

This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.

This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training and promotions. They contribute well developed communication skills in presenting a range of concepts and ideas.

These units are delivered in four clusters:

| | |
|---|---|
| **Presenting Skill Set** | **TAEDEL301 – Provide work skill instruction** |
| | **BSBCMM401 – Make a presentation** |
| | *Please note – you need to enrol in this Skill Set separately to attain your elective units.* |
| **Design Cluster** | TAEDES401 – Design and develop learning programs |
| | TAEDES402 – Use training packages and accredited courses to meet client needs |
| | TAELLN411 – Address adult language, literacy and numeracy skills |
| **Delivery Cluster** | TAEDEL401 – Plan, organise and deliver group based learning |
| | TAEDEL402 – Plan, organise and facilitate learning in the workplace |
| **Assessment Cluster** | TAEASS401 – Plan assessment activities and processes |
| | TAEASS402 – Assess competence |
| | TAEASS403 – Participate in assessment validation |
| | TAEASS502 – Design and develop assessment tools |

The clusters are designed to scaffold your learning experience.

We commence the program with the Enterprise Trainer-Presenting Skill Set to give you an opportunity to 'taste' the vocational training environment and decide if this is a pathway for you to pursue. You will need to enrol in this Skill Set separately to attain your elective units.

## How will I learn?

The TAE40116 – Certificate IV in Training and Assessment is offered through **blended delivery** – scheduled cluster introduction online workshop, twice weekly topical webinars

- Induction session – the induction session will include:
    - introduction of teacher and other learners
    - program schedule
    - learning resources
    - overview of cluster
- Webinars – structured learning and reflection activities
- Supported study sessions – scheduled support sessions
- Workplace learning – application of learning in the workplace.

All learners have access to support sessions and all delivery options use Canvas (TasTAFE's Learning Management System) for learning and assessment resources.

# How will I be assessed?

You will gather and create the evidence required in a suitable training and assessment environment in your **own workplace** or a **registered training organisation (RTO)**, using real work activities. Assessment evidence will be obtained and prepared outside of learning times.

You will be provided with detailed assessments once you have commenced the course.

| Cluster | Assessment requirements |
|---------|------------------------|
| **Enterprise Trainer - Presenting Skill Set** | • Deliver three work skill instructions to an individual or small group.<br>• Make one presentation to an audience using aids and materials to support the presentation.<br>• Answer knowledge-based questions. |
| **Design Cluster** | • Analyse two training packages.<br>• Design and develop two learning programs and risk assessment plans that you will use to deliver training sessions.<br>• Analyse a training specification and rate according to ACSF. Relate the unit of competency core skills to workplace tasks/jobs.<br>• Analyse learnersand/or employees ACSF skills and identify any gaps.<br>• Develop resources, and instructional and assessment strategies to use with learners who may have language, literacy and numeracy needs.<br>• Conduct a training or assessment session implementing LLN strategies.<br>• Answer knowledge-based questions. |
| **Delivery Cluster** | • Plan, organise and facilitate learning pathways for two different individuals in the workplace.<br>• Plan, organise and deliver 3 x 40-minute sessions to a group of at least eight learners. Session 1 and 2 must be consecutive sessions.<br>• Answer knowledge-based questions. |
| **Assessment Cluster** | • Plan assessment activities and processes (assessment plans, assessment instruments, mapping documents) for two units of competency.<br>• Design and develop assessment tools (assessment plans, assessment instruments, mapping documents and marking guides) for an additional three units of competency.<br>• Trial and review these instruments.<br>• Assess the competence of five learners against units of competency.<br>• Participate in three validation sessions for assessment instruments. |

- Answer knowledge-based questions.

## How long should it take me?

The amount of time to complete this qualification will vary according to your knowledge, skills and experience in the VET sector.

It is important to TasTAFE to maintain the integrity of this qualification and provide learning opportunities that provide outcomes required to use this qualification confidently and professionally. The amount of training provided is only a portion of the overall learning requirement and you are expected to complete additional structured and nonstructured learning to complete the program.

The typical time to complete this qualification is 6–12 months which is consistent with the AQF volume of learning indicators for a Certificate IV qualification.

## How much will it cost?

The cost of the TAE40116 full qualification is $2553 comprised of:

- Enterprise Trainer Presenting Skill Set – free
- TAE40116 $2553

# TAESS00014 – Enterprise Trainer – Presenting Skill Set

TAESS00014 is a skill set from the TAE Training and Education Training Package. This skill set is a great introduction to vocational training as a taster for those thinking they may like to enter this profession.

The skill set focusses on two units that are practical in essence and provide an insight into the full qualification.  These units can be used as electives in the full qualification.  If you wish to complete the full TAE40116, you will need to enrol separately for this.

## What are the entry requirements for this program?

Prior to enrolling in this training program, you must must be able to demonstrate an adequate level of language, literacy and numeracy skill, and vocational competency in your proposed teaching and assessing area. Vocational competence is defined as broad industry knowledge and experience, and may include holding a relevant unit of competency or qualification.

In your application you will need to provide:

- Year 12 certificate

    or

- Undertake the TasTAFE LLN Assessment achieving an ACSF level 3

**and**

- evidence of vocational competency in the area in which you intend to teach i.e. Certificate III in Commercial Cookery; Certificate IV in Engineering
- your CV showing your experience using this qualification
- a word document outlining where and when you have used of this qualification in industry and demonstrating currency in using this qualification

## What skills and attributes do you require for successful completion?

Digital literacy skills to meet training and assessment requirements including:

- word processing skills such as saving, filing and retrieving documents, typing in templates
- basic presentation programs such as PowerPoint
- using TasTAFE's Learning Management System (Canvas)
- using communication tools such as email, Zoom and Skype
- use of communication tools such as email.

Language, literacy and numeracy skills to meet training and assessment requirements including:

- researching, reading and interpreting
- presenting of one-on-one, group-based training

- writing a range of documents.

## How is this program delivered?

The Enterprise Trainer Presenting Skill Set is delivered both in face to face or online delivery options. Please see the website for delivery options currently avaialble.

- Supported Online Delivery – Includes group based webinars
- Face to face – structured workshop learning for all sessions at set times and locations
- Induction session. The induction session will include:
  - o introduction of teacher and other learners
  - o program overview
  - o learning resources

## How long should it take me?

The amount of training provided is only a portion of the overall learning requirement and you are expected to complete additional learning/activities between workshop times to complete the program.

This program should be completed within a four (4) to six (6) week period.

## What units are in this program?

### TAEDEL301 Provide work skill instruction

This unit is about the skills and knowledge required to conduct individual and small group instruction, demonstrate work skills and assess the success of the training and one's own training performance, using existing learning resources in a safe and comfortable learning environment. It emphasises the training as being driven by the work process and context and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations.

### BSBCMM401 Make a Presentation

This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience. This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training and promotions. They contribute well developed communication skills in presenting a range of concepts and ideas.

## How will I be assessed?

You will be required to demonstrate your skills in presenting to small groups and in by being observed providing skill instruction to learners.

You will also need to answer a range of knowledge-based questions.

| Units | Assessment requirements |
|---|---|
| **TAEDEL301 – Provide work skill instruction**<br><br>**BSBCMM401 – Make a Presentation** | • Deliver three work skill instructions to an individual or small group<br>• Make one presentation to an audience using aids and materials to support the presentation<br>• Answer knowledge-based questions. |

## How much will it cost?

This program is currently free of charge.

# TAE40116 – Certificate IV in Training and Assessment – Upgrade

TAE40116 is the qualification required by all trainers and assessors in VET in Australia. It will provide you with knowledge and skills for and about the vocational education sector.

This Upgrade provides a conversion of the superseded qualification TAE40110 to the current TAE40116.

The Upgrade program may be used only if you already hold TAE40110 and are conducting training and/or assessment in the workplace or for an RTO.

## What are the entry requirements for this program?

Prior to enrolling in this training program, you must currently hold the superseded TAE40110 Certificate IV in Training and Assessment.

You must must also be able to demonstrate an adequate level of language, literacy and numeracy skill, and vocational competency in your proposed teaching and assessing area. Vocational competence is defined as broad industry knowledge and experience, and may include holding a relevant unit of competency or qualification.

In your application you will need to provide:

- Copy of your current TAE40110

**and**

- Year 12 certificate

    or

- Undertake the TasTAFE LLN Assessment achieving an ACSF level 3

**and**

- evidence of vocational competency in the area in which you intend to teach i.e. Certificate III in Commercial Cookery; Certificate IV in Engineering
- your CV showing your experience using this qualification
- a word document outlining where and when you have used of this qualification in industry and demonstrating currency in using this qualification
- evidence of teaching at least 50 hours of Nationally Recognised Training over the past 2 years

### Requirements for successful completion

You will require access to a vocational training and assessment environment to complete assessments such as group delivery and assessing students using National Training Packages

You will also require access to a suitably qualified mentor holding TAE40116 or equivalent for some assessment observations.

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**\* If you are unable to use your own workplace, you are required to complete your assessments in a volunteering capacity in an environment that uses National Training Packages.  You will need to organise this yourself.**

## What skills and attributes do you require for successful completion?

Digital literacy skills to meet training and assessment requirements including:

- word processing skills such as saving, filing and retrieving documents, typing in templates

- basic presentation programs such as PowerPoint

- using TasTAFE's Learning Management System (Canvas)

- using communication tools such as email, Zoom and Skype

- navigating online to undertake research.

Language, literacy and numeracy skills to meet training and assessment requirements including:

- researching, reading and interpreting of National Training Packages

- developing and reviewing assessment instruments, as well as planning, conducting and validating assessments

- delivery of one-on-one, group-based and practical work-based training

- presenting in a number of contexts using a range of skills

- writing a range of documents

- receiving and providing feedback to peers and learners

- conducting assessments, presentations and training, including being observed.

If you do not possess these requirements, support services will be offered for advice about support and pathway options.

This may include enrolment into basic computer courses, entry into micro digital sessions, and/or study skills sessions. We actively encourage you to undertake the bksb LLN assessment to help identify any supports required.

# What are the units?

There are four units required to complete this Upgrade:

## TAEASS401 Plan assessment activities and processes

This unit is about the skills and knowledge required to plan the assessment process, including recognition of prior learning (RPL), in a competency based assessment system.  It is relevant to trainers with assessment planning responsibilities.  In planning activities and processes, trainers are required to identify the components of assessment tools, analyse and interpret assessment tools, and develop assessment instruments/tasks and assessment plans.

## TAEASS403 Participate in assessment validation

This unit is about the skills and knowledge required to participate in an validation process.  It is relevant to assessors and workplace supervisors with assessment validation responsibilities participating in, but not necessarily leading, the process.

## TAEASS502 Design and develop assessment tools

This unit is about the skills and knowledge needed to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment.  It is relevant to experienced practitioners responsible for the development and/or delivery of training and assessment products and services.

## TAELLN411 Address adult language, literacy and numeracy skills

This unit is about the skills and knowledge a vocational trainer or assessor requires to identiy language, literacy and numeracy (LLN) skill requirements of training and the work environment and to use resources and strategies that meet the needs of the learner group.  It is relevant for trainers, assessors and those who develop resources.

# How is this program delivered?

**Online** – All learning materials online, individual training plan negotiated with your learning co-ordinator

- Induction session. The induction session will be conducted by phone or by using web conferencing by your trainer and include:
    - introduction of teacher
    - negotiation of Training Plan
    - learning resources
    - overview of cluster
- Supported study sessions – scheduled support sessions
- Workplace learning – application of learning in the workplace.

All learners have access to online support sessions and all delivery uses Canvas (TasTAFE's Learning Management System) for learning and assessment resources.

## How will I be assessed?

You will gather and create the evidence required in a suitable training and assessment environment in your **own workplace** or **registered training organisation (RTO)**, using real work activities. Assessment evidence will be obtained and prepared outside of learning times.

You will be provided with detailed assessments once commenced.

| Unit | Assessment requirements |
|---|---|
| **TAELLN401** | <ul><li>Analyse a training specification and rate according to ACSF. Relate the unit of competency core skills to workplace tasks/jobs.</li><li>Analyse learnersand/or employees ACSF skills and identify any gaps.</li><li>Develop resources, and instructional and assessment strategies to use with learners who may have language, literacy and numeracy needs.</li><li>Conduct a training or assessent session implementing language, literacy and numeracy strategies.</li><li>Answer knowledge-based questions.</li></ul> |
| **TAEASS401**<br><br>**TAEASS403**<br><br>**TAEASS502** | <ul><li>Plan assessment activities and processes (assessment plans, assessment instruments, mapping documents) for two units of competency.</li><li>Design and develop assessment tools (assessment plans, assessment instruments, mapping documents and marking guides) for an additional three units of competency.</li><li>Trial and review these instruments.</li><li>Participate in three validation sessions for assessment instruments.</li><li>Answer knowledge-based questions.</li></ul> |

## How long should it take me?

The amount of time to complete this qualification will vary according to your knowledge, skills, experience and access to learners in the VET sector.

Typically a student will take between two months and six months to complete this upgrade.

## Credit for partial completion

If you have completed the following units from the TAE40110, you may be able to get a credit transfer depending on the currency of your skills:

- TAELLN411 Address adult language, literacy and numeracy skills

- TAEASS502 Design and develop assessment tools.

You may have completed the following two units, however, they are not equivalent and you will need to provide additional evidence either through a recognition assessment or learning and assessment pathway.

- TAEASS401B Plan assessment activities and processes

- TAEASS403B Participate in assessment validation.

## How much will it cost?

The cost of the TAE40116 Upgrade is $1250.

# Webinar Schedule – 2021

*All dates are subject to change

## Course 1- Online/Webinars (Day)

| * Enterprise Trainer - Presenting Skill Set | 9.00am to 12.00pm |
|---|---|
| TAEDEL301 Provide work skill instruction<br><br>BSBCMM401 Make a presentation | Monday 1 and Wednesday 3 February |
| | Monday 8 and Wednesday 10 February |
| | Monday 15 and Wednesday 17 February |

* Students must enrol seperately for this course, it is recommended that students complete the Enterprise Trainer Presenting Skill Set prior to the TAE40116.

## TAE40116 Certificate IV in Training and Assessment (Day)

| Design Cluster | Webinar Date | | Time |
|---|---|---|---|
| **Design Cluster**<br>TAEDES401<br>TAEDES402 | March: | Wednesday 10<br>Monday 22 & Wednesday 24 | 9.00am to 12.00pm |
| **Delivery Cluster** | | | |
| TAEDEL401<br>TAEDEL402 | April:<br>May: | Monday 26 & Wednesday 28<br>Monday 3 & Wednesday 5 | 9.00am to 12.00pm |
| **Assessment Cluster** | | | |
| TAEASS401<br>TAEASS402<br>TAEASS403<br>TAEASS502 | June:<br><br><br>July: | Monday 7 & Wednesday 9<br>Monday 21 & Wednesday 23<br>Monday 28 & Wednesday 30<br>Monday 19 & Wednesday 21<br>Monday 26  & Wednesday 28 | **9.00am to 12.00pm** |
| | | | |

## Course 4 - Online/Webinars (Evening)

| * Enterprise Trainer - Presenting Skill Set | 5.30pm to 7.30pm |
|---|---|
| TAEDEL301 Provide work skill instruction<br>BSBCMM401 Make a presentation | Monday 1 & Wednesday 3 February |
| | Wednesday 10 February |
| | Monday 15 & Wednesday 17 February |
| | Monday 22 & Wednesday 24 February |

* Students must enrol seperately for this course, it is recommended that students complete the Enterprise Trainer - Presenting Skill Set prior to the TAE40116.

## TAE40116 Certificate IV in Training and Assessment (Evening)

| Design Cluster | Webinar Date | | Time |
|---|---|---|---|
| TAEDES401<br>TAEDES402 | March:<br><br>April:<br>**May:** | Monday 22 & Wednesday 24<br>Monday 29 & Wednesday 31<br>Monday 26 & Wednesday 28<br>Monday 3 & Wednesday 5 | 5.30pm to 7.30pm |
| **Delivery Cluster** | | | |
| TAEDEL401<br>TAEDEL402 | June: | Wednesday 16<br>Monday 21 & Wednesday 23<br>Monday 28 & Wednesday 30 | 5.30pm to 7.30pm |
| **Assessment Cluster** | | | |
| TAEASS401<br>TAEASS402<br>TAEASS403<br>TAEASS502 | August:<br><br>September:<br><br><br>October: | Monday 16 & Wednesday 18<br>Monday 23 & Wednesday 25<br>Monday 6 & Wednesday 8<br>Monday 13  & Wednesday 15<br>Monday 20  & Wednesday 22<br>Monday 11  & Wednesday 13<br>Monday 18  & Wednesday 20 | **5.30pm to 7.30pm** |
| | | | |

## Course 2 - Online/Webinars (Evening and Day)

| * Enterprise Trainer - Presenting Skill Set | 5.30pm to 7.30pm |
|---|---|
| TAEDEL301 Provide work skill instruction<br><br>BSBCMM401 Make a presentation | Monday 26 & Wednesday 28 April |
| | Monday 3 & Wednesday 5 May |
| | Monday 10 & Wednesday 12 May |
| | |

* Students must enrol seperately for this course, it is recommended that students complete the Enterprise Trainer - Presenting Skill Set prior to the TAE40116.

## TAE40116 Certificate IV in Training and Assessment (Day)

| Design Cluster | Webinar Date | | Time |
|---|---|---|---|
| TAEDES401<br>TAEDES402 | May/June:<br>June: | Monday 31 & Wednesday 2<br>Wednesday 16 | 9.00am to 12.00pm |
| **Delivery Cluster** | | | |
| TAEDEL401<br>TAEDEL402 | July: | Monday 19 & Wednesday 21<br>Monday 26 & Wednesday 28 | 9.00am to 12.00pm |
| **Assessment Cluster** | | | |
| TAEASS401<br>TAEASS402<br>TAEASS403<br>TAEASS502 | August/September:<br>**September:**<br><br>**October:** | Monday 30 & Wednesday 1<br>Monday 13 & Wednesday 15<br>Monday 20 & Wednesday 22<br>Monday 11 & Wednesday 13<br>Monday 18 & Wednesday 20 | **9.00am to 12.00pm** |
| | | | |

## Course 3 - Online/Webinars (Evening and Day)

| * Enterprise Trainer – Presenting Skill Set | 5.30pm to 7.30pm |
|---|---|
| TAEDEL301 Provide work skill instruction<br><br>BSBCMM401 Make a presentation | Monday 19 & Wednesday 21 July |
| | Monday 26 & Wednesday 28 July |
| | Monday 2 & Wednesday 4 August |
| | |

* Students must enrol seperately for this course, it is recommended that students complete the Enterprise Trainer - Presenting Skill Set prior to the TAE40116.

## TAE40116 Certificate IV in Training and Assessment (Day)

| Design Cluster | Webinar Date | | Time |
|---|---|---|---|
| TAEDES401<br>TAEDES402 | August:<br>September: | Monday 23 & Wednesday 25<br>Monday 6 & Wednesday 8 | 9.00am to 12.00pm |
| **Delivery Cluster** | | | |
| TAEDEL401<br>TAEDEL402 | October: | Monday 11 & Wednesday 13<br>Monday 18 & Wednesday 20 | 9.00am to 12.00pm |
| **Assessment Cluster** | | | |
| TAEASS401<br>TAEASS402<br>TAEASS403<br>TAEASS502 | This cluster will be delivered in 2022. Dates and times to be confirmed. | | |
| | | | |

# Workshop Schedule – 2021

## *Enterprise Trainer – Presenting Skill Set – Face to Face delivery

### Launceston - Alanvale Campus (Day)

| Enterprise Trainer – Presenting Skill Set | 9.00am to 3.30pm |
|---|---|
| TAEDEL301 Provide work skill instruction<br>BSBCMM401 Make a presentation | Thursday 25 & Friday 26 March |
| | Wednesday 31 March & Thursday 1 April |
| | |

### Launceston - Alanvale Campus (Evening)

| Enterprise Trainer – Presenting Skill Set | 5.30pm to 8.30pm |
|---|---|
| TAEDEL301 Provide work skill instruction<br>BSBCMM401 Make a presentation | Tuesday 12 & Thursday 14 October |
| | Tuesday 19 & Thursday 21 October |
| | Tuesday 26 & Thursday 28 October |
| | |

### Hobart – Clarence Campus (Evening)

| Enterprise Trainer – Presenting Skill Set | 5.30pm to 8.30pm |
|---|---|
| TAEDEL301 Provide work skill instruction<br>BSBCMM401 Make a presentation | Tuesday 15 & Thursday 17 June |
| | Tuesday 22 & Thursday 24 June |
| | Tuesday 29 June & Thursday 1July |
| | |

### Hobart – Clarence Campus (Day)

| Enterprise Trainer – Presenting Skill Set | 9.00am to 3.30pm |
|---|---|
| TAEDEL301 Provide work skill instruction<br>BSBCMM401 Make a presentation | Tuesday 14 & Thursday 16 September |
| | Tuesday 21 & Thursday 23 September |
| | |

*Students must enrol seperately for this course, it is recommended that students complete the Enterprise Trainer – Presenting Skill Set prior to the TAE40116. All dates are subject to change.