

# Training and Assessment

## TAE Skill Sets

### Info Pack

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## Contact us

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# General TAE Information

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

This Information Pack covers the following TAE Skill Sets offered by TasTAFE in 2025:

- **TAESS00028 Work Skill Instructor Skill Set**
- **TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set**
- **TAESS00017 Workplace Supervisor Skill Set**

For information on the full qualification - TAE40122, please refer to our TAE40122 Certificate IV in Training and Assessment Info Pack.

**Please read the information about each product before applying to enrol.**

## What skills and attributes are required for successful completion?

You will need:

Digital 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 MS Teams
- 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
- skills to develop, review and plan
- 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.

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## General requirements for successful completion



You will require:

- a laptop or PC with reliable internet
- a webcam
- a media headset with microphone

## Am I eligible for recognition or 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 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 previous training with TasTAFE or another RTO (Registered Training Organisation), relevant verified elective units may be eligible for credit transfer.
- 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 principles of assessment and rules of evidence the same 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)

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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.

## Fee payments

All fees must be paid for prior to entry into your chosen program.

You cannot access learning and assessment materials without this being completed.

A refund applies if you formally withdraw 72 hours prior to the commencement of the course. If you are enrolling in a course that has already commenced, no refund applies.



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# TAESS00028 Work Skill Instructor Skill Set

## About the qualification

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 qualification, 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 TAE40122, you will need to enrol separately for this.

## Is this qualification for me?

This qualification is suitable if you have vocational qualifications and current experience using that qualification and are considering a career in the VET sector. The Skill Set will cover how to train colleagues in work skills and also how to plan and conduct a presentation.

## What are the entry requirements for this program?

Prior to enrolling in this training program, you must be able to demonstrate vocational competency in your proposed teaching and assessing area and an adequate level of language, literacy and numeracy skills. 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 evidence of vocational competency in the area in which you intend to teach i.e. Certificate III in Commercial Cookery; Certificate IV in Engineering
- provide your resume showing your experience using this qualification
- undertake the TasTAFE LLN Assessment achieving an ACSF level 3 in English and Level 2 in Maths.

## 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. Most learners would require 10 -12 hours per week for learning and assessment in addition to scheduled sessions.

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

## What are the units?

There are two (2) units required to complete this qualification.



## TAESS00028 Work Skill Instructor Skill Set

### **TAEDEL311**

#### **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.

### **TAEPDD401**

#### **Work effectively in the VET Sector**

This unit describes the skills and knowledge required to operate within the vocational education and training (VET) sector. It covers VET regulations, stakeholders and the general VET environment relevant to entry-level VET teachers, trainers and assessors.

## How will I learn?

This program is offered through a mixed learning mode including:

- Online Induction
- Online learning resources – you will be expected to engage with the learning resources prior to webinars
- Webinars – structured learning and interaction is provided to assist your progress

## How will I be assessed?

You will be provided with detailed assessment tasks once you have commenced the course. These tasks will be completed outside of scheduled learning times.

### **Work Skill Instructor Skill Set**

- Deliver three work skill instructions to an individual or small group.
- Questioning/ Professional Conversation
- Scenario-based assessment

## How much will it cost?

Currently the TAESS00028 Work Skill Instructor Skill Set is free of charge.

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# TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set

## About the qualification

TAESS00024 is a skill set from the TAE Training and Education Training Package.

This skill set addresses the skills and knowledge for those delivering vocational education and training (VET) to learners in a school environment.

The 5 units offered in this skill set provide credit towards TAE40122 Certificate IV in Training and Assessment. If you wish to complete the full TAE40122, you will need to enrol separately for this.

## Is this qualification for me?

The VET Delivered to School Students Teacher Enhancement Skill Set is for existing secondary school teachers who hold a Bachelor of Education degree or higher, who require VET-specific knowledge and skills.

## What are the entry requirements for this program?

Prior to enrolling in this training program, you must be able to demonstrate vocational competency in your proposed teaching and assessing area and an adequate level of language, literacy and numeracy skills. 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 evidence of vocational competency in the area in which you intend to teach i.e. Certificate III in Commercial Cookery; Certificate IV in Engineering
- Bachelor of Education degree or higher
- provide your resume showing your experience using this qualification

## 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 4 - 6 months.



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## What are the units?

There are five (5) units required to complete this qualification.

TAEPDD401	Work effectively in the VET sector
TAEDES411	Use nationally recognised training products to meet vocational training needs
TAEASS412	Assess competence
TAEASS413	Participate in assessment validation
TAEDES412	Design and develop plans for vocational training

## How will I learn?

This program is offered through a mixed learning mode including:

- Online Induction
- Online learning resources – you will be expected to engage with the learning resources prior to webinars
- Webinars – structured learning and interaction is provided to assist your progress

## How will I be assessed?

You will be provided with detailed assessment tasks once you have commenced the course. These tasks will be completed outside of scheduled learning times.

### **VET Delivered to School Students Teacher Enhancement Skill Set**

- Questioning/ Professional conversation
- Scenario-based assessment
- Design and develop training plans, for at least two (2) different units of competency, each featuring at least three (3) consecutive training sessions tailored to the target learner group
- Customise the assessment process to the candidate
- Conduct a total of at least 6 assessments, at least 1 of which must use recognition of prior learning (RPL), for at least three different learners against at least 2 different units of competency
- Participate in three validation sessions for assessment instruments. Participate in three validation sessions for assessment judgements

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## How much will it cost?

The course fee for TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set is \$1295.

\*Course fees may be subject to change (Course fees include the cost of processing credit transfer results)



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# TAESS00017 Workplace Supervisor Skill Set

## About the qualification

TAESS00017 is a skill set from the TAE Training and Education Training Package. This skill set is a great introduction to coaching, mentoring and on the job training.

The skill set has three (3) units that are design to provide the skills and knowledge needed to support apprentices and trainees. These units can be used as electives in the full TAE40122 qualification.

## Is this qualification for me?

This qualification is suitable if you are a supervisor or manager involved in developing the skills of their team. In particular, these competencies are identified as essential skills for those engaged in supervising apprentices.

## What are the entry requirements for this program?

You will need to be employed in a workplace and be directly involved in the supervision of others.

## 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) month period.

## What are the units?

There are three (3) units required to complete this qualification.

Units	Description
TAEDEL311 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.
TAEDEL414 Mentor in the workplace	<p>This unit describes the skills and knowledge required to establish and develop a professional mentoring relationship with an individual in a workplace.</p> <p>It applies to workplace supervisors or other work colleagues who work under limited supervision and who have responsibility for mentoring one or more individuals in the workplace. This may include, but is not limited to, those who mentor an apprentice or trainee employed by, or undertaking a work placement within, an organisation.</p>
TAEASS311 Contribute to assessment	<p>This unit describes the skills and knowledge required to contribute to the assessment process.</p> <p>It applies to a person with technical or vocational expertise who is in a supervisory or mentoring/coaching work role, and for whom collecting the evidence for assessment is an adjunct to principal work responsibilities. The unit applies to those involved in collecting evidence for assessment against units of competency or accredited courses.</p>

## How will I learn?

The skill set is offered through a mixed learning mode, including an online introduction, work-based learning and assessment activities, and online learning materials.

- Induction session
- Work-based learning and assessment activities
- Online learning resources – you will be expected to engage with the learning resources prior to webinars
- Webinars – structured learning and interaction is provided to assist your progress

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## How will I be assessed?

You will be provided with detailed assessment tasks once you have commenced the course. These tasks will be completed outside of scheduled learning times.

Units	Assessment Requirements
Workplace Supervisor Skill Set	<ul style="list-style-type: none"><li>• Deliver three work skill instructions to an individual or small group.</li><li>• Create mentoring plans</li><li>• Facilitate at least three (3) mentoring sessions</li><li>• Carry out a minimum of three evidence-gathering activities</li><li>• Questioning/ Professional Conversation</li></ul>

## How much will it cost?

The cost of the TAESS00017 Workplace Supervisor Skill Set is \$920



# Skill Set Schedules – 2025

\*All dates/times may be subject to change

<b>TAESS00028 Work Skill Instructor Skill Set</b>	
<b>Webinars: Mon/Wed 5:30–8:30pm</b>	
<b>Feb 2025</b>	Course completed
<b>Mar 2025</b>	Course completed
<b>Apr 2025</b>	Course commenced
<b>Jun 2025</b>	(9/06 Public Hol), 11/06, 16/06, 18/06, 23/06, 25/06, 30/06, 2/07
<b>Jul 2025</b>	21/07, 23/07, 28/07, 30/07, 04/08, 06/08, 11/08, 13/08
<b>Sep 2025</b>	1/09, 03/09, 08/09, 10/09, 15/09, 17/09, 22/09, 24/09
<b>Oct 2025</b>	13/10, 15/10, 20/10, 22/10, 27/10, 29/10, 3/11, 5/11
<b>TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set</b>	
<b>Webinars: Mon/Wed 5:30–7:30pm</b>	
<b>July 2025</b>	22/7, 24/7, 29/7, 31/7, 5/08, 7/08, 12/08, 14/08, 26/08, 28/08, 2/09, 4/09, 9/09, 11/09
<b>TAESS00017 Workplace Supervisor Skill Set</b>	
<b>Webinars: Tues/Thurs 5:30 – 8:30pm</b>	
<b>Feb 2025</b>	Course completed
<b>Jun 2025</b>	10/06, 12/06, 24/06, 26/06
<b>Sept 2025</b>	2/09, 4/09, 16/09, 18/09
<b>Nov 2025</b>	18/11, 20/11, 02/12, 4/12

Version	Date	Description of changes
V1	30102024	RTO and website added
V2	14052025	New logo