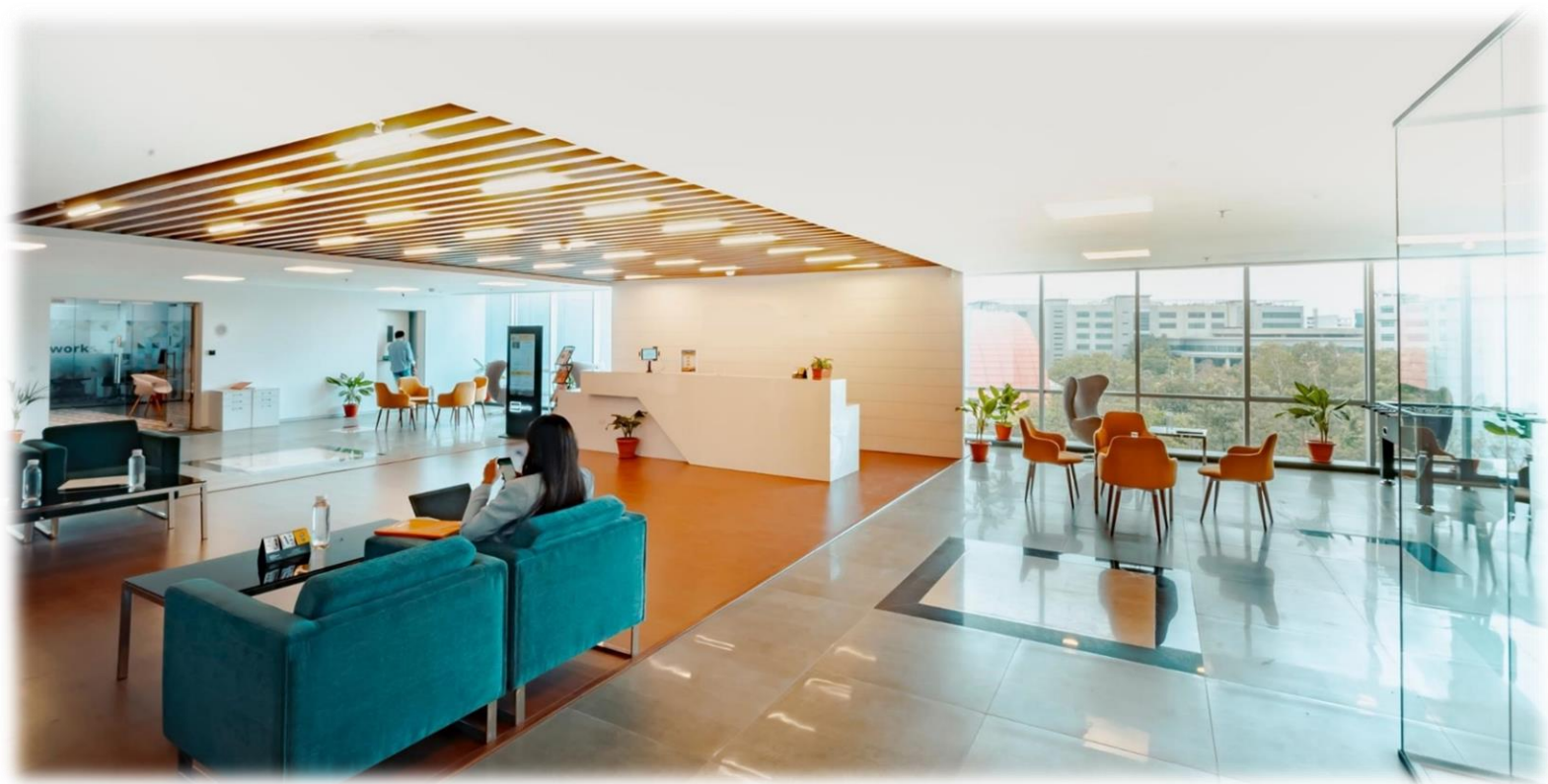


TAE40122

Certificate IV in Training and Assessment

Info Pack & Course Schedules February 2025



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Course Information

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

The TAE40122 qualification consists of 12 units: 6 core units and 6 elective units. We are offering the qualification via two enrolment pathways, either a full qualification enrolment or as a series of Skill Sets to provide you with more flexibility and choice over your enrolment.

Please read the course information before applying to enrol.

What is TAE40122 and who is it for?

This highly sought after qualification, 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 sector in Australia. It focusses on learning how to conduct good quality training and assessing, aligned to Nationally Recognised Training Products. It is suitable for those:

- with qualifications and current, broad experience within their industry 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

What is the role of a VET practitioner?

A VET practitioner is a dual professional who works to build skills and knowledge in learners in their chosen vocation. They must have skills and currency in a vocational field and good skills in the areas of teaching, learning and assessing.

They will work with new technologies and incorporate a broad range of teaching techniques into practice to meet the needs of all learners. VET practitioners collaborate with industry, learners and colleagues, and are creative and enjoy variety in each working day.

Long term career prospects are enhanced through constant innovation in teaching practices and industry requirements.

Is this qualification for me?

TAE40122 is suitable if you have vocational qualifications and broad, current experience using that qualification and are looking to conduct structured training and/or assessment using training packages for a Registered Training Organisation.

*Skill sets or non-accredited courses may be more suitable if you are intending to deliver and assess non-accredited training in an enterprise environment.

What are the entry requirements for this program?

The TAE Training Package states learners must be able to demonstrate vocational competency in their proposed training and assessing area. This will be evidenced through providing:

- your vocational qualification i.e. trade certificate or above
- your resume – showing broad and current experience in using the qualification

We also require:

- achievement of ACSF level 3 English and level 2 Maths in the TasTAFE LLN assessment
- a TAE Entrance Discussion: After uploading all the above, you will be asked to attend an Entrance Discussion using the Entrance Checklist which is available to download under 'Entry' drop down button on the website. (Interview not required for entry into the initial skill set only - Work Skill Instructor Skill Set)

What will I need to be successful?

You will need:

- a passion for teaching and learning
- a desire for continuous learning
- computer equipment and technology, preferably a laptop or PC as tablets are often too small to work on for long periods of time
- reliable internet, webcam, headset, microphone and speakers

Additionally:

- Facilitation Skill Set: You will require a minimum of four face-to-face (and in-person) learners to complete your delivery sessions.
- Assessor Skill Set: We highly recommend you attend webinars as some assessment is conducted in class time.

*You may be required to organise your own work placement in an environment where you can conduct accredited training.

Other skills required:

- **Digital skills** to meet training and assessment requirements, including:
 - word processing skills such as saving, filing and retrieving documents
 - 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

- 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.

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 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)

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.

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. We offer a 12-month enrolment period.

It is important to TasTAFE to maintain the integrity of this qualification and provide learning opportunities that lead to the required outcomes so that this qualification can be used confidently and professionally. The amount of training provided is only a portion of the overall learning requirement, and you are expected to undertake additional structured and nonstructured learning to complete the program. Most learners would require 10 -12 hours per week for learning and assessment in addition to scheduled sessions.

Why choose TasTAFE?

Enrolling in TAE at TasTAFE focusses on learning. We do this through scheduled, real time, evening sessions designed to be interactive, fun and engaging. Webinars are recorded for those who miss a session or for going back over for increased learning.

We pride ourselves on creating a great learning pathway for you to gain skills and knowledge to be a successful VET practitioner. We want you to leave confident to go into a role in VET with good skills to get started. Remember TAE is the beginning of your VET journey.

We offer:

- **Enrolment options:**
 - you can enrol in the full qualification - offered four times a year
 - or
 - you can enrol in individual skill sets as you go, allowing you to choose a fast or slow TAE journey.
- **Additional Supports:**
 - fortnightly Study Support sessions are available
 - Foundation Skill services
 - access to computers and full library facilities
 - access to all TasTAFE student support services

How will I learn?

Online delivery via webinars (see course schedule at the end of this pack).

The TAE40122 program includes:

- Online induction
- Online learning resources – you will be expected to engage with the learning resources prior to webinars
- Online Webinars – structured learning and interaction is provided to assist your progress
- Canvas eLearning platform where you can access all your learning resources, upload assignments and contact your teacher
- Support sessions –scheduled throughout your course
- Workplace learning – application of learning in your workplace

We have designed the program to scaffold your learning experience. We strongly recommend commencing the program with the Work Skill Instructor Skill Set TAESS00028, where you have the opportunity to 'taste' the vocational training environment and decide if this is the right pathway for you to pursue.

What are the TAE40122 units?

There are 12 units required to complete this qualification – **6 core units and 6 elective units**, offered as five (5) separate skill sets:

Skill Set	Skill Set Units
TAESS00028 Work Skill Instructor Skill Set	TAEDEL311 Provide work skill instruction (Elective) TAEPDD401 Work effectively in the VET sector (Core)
TAESS00017 Workplace Supervisor Skill Set	TAEASS311 Contribute to assessment (Elective) TAEDEL414 Mentor in the workplace (Elective) TAEDEL311 Provide work skill instruction – completed in above skill set
TAESS00021 Facilitation Skill Set	TAEDES412 Design and develop plans for vocational training (Core) TAEDEL411 Facilitate vocational training (Core)
TAESS00019 Assessor Skill Set	TAEDES411 Use nationally recognised training products to meet vocational training needs (Core) TAEASS412 Assess competence (Core) TAEASS413 Participate in assessment validation (Core)
TAESS00023 Online Learning and Assessment Skill Set	TAEDEL405 Plan, organise and facilitate online learning (Elective) TAEASS404 Assess competence in an online environment (Elective)
+ Elective Unit: (Enrolment in this elective unit will occur in your final skill set)	+TAEELN421 Integrate core skills support into training and assessment unit (or one eligible elective unit you may bring from a current Certificate III or above qualification).

How much will the TAE40122 online course cost?

- The full course fee is \$3690* – paid upfront before course commences (one enrolment). Note that a 6-month payment plan may be available.

OR

- Skill Set fees as below (multiple enrolments). Note: you are required to enrol in each skill set as you go and complete all 12 units to gain the full qualification.

TAESS00028 Work Skill Instructor Skill Set - Currently no fee

TAESS00021 Facilitation Skill Set - \$1080*

TAESS00017 Workplace Supervisor Skill Set - \$920*

TAESS00019 Assessor Skill Set - \$1080*

TAESS00023 Online Learning and Assessment Skill Set - \$615*

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

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 will only apply if you formally withdraw 72 hours prior to the commencement of the course. If you are enrolled in a course that has already commenced, there is **no refund**.

How will I be assessed?

You will gather and develop the evidence required in a suitable training and assessment environment in your own workplace or a registered training organisation (RTO), using real work activities.

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

Skill Set	Assessment Tasks
TAESS00028 Work Skill Instructor Skill Set	<ul style="list-style-type: none">• Deliver three work skill instructions to an individual or small group• Questioning/Professional conversation• Scenario-based assessment
TAESS00017 Workplace Supervisor Skill Set	<ul style="list-style-type: none">• Deliver three work skill instructions to an individual or small group• Create mentoring plans• Facilitate at least three (3) mentoring sessions• Carry out a minimum of three evidence-gathering activities• Questioning/Professional conversation
	<ul style="list-style-type: none">• Design and develop training plans, for at least two (2) different units of competency, each featuring at least three (3)

TAESS00021 Facilitation Skill Set	<p>consecutive training sessions tailored to the target learner group</p> <ul style="list-style-type: none"> Facilitate face-to-face, in-person, training sessions based on a training product that is nationally recognised or aligned with other recognised frameworks: <ul style="list-style-type: none"> a series of 3 sequential group training sessions of at least 30 minutes duration each to 1 group of at least four (4) learners 2 different individual training sessions of at least 30 minutes duration each to a learner who is not part of the above group. Questioning/Professional conversation
TAESS00019 Assessor Skill Set	<ul style="list-style-type: none"> 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 Questioning/Professional conversation
TAESS00023 Online Learning and Assessment Skill Set	<ul style="list-style-type: none"> Conduct at least two online learning sessions of at least 30 minutes with a group of at least three learners Conduct at least two online assessment processes for at least three candidates synchronously and asynchronously Questioning/Professional conversation
+ Elective Unit: TAELLN421 Integrate core skills support into training and assessment	<ul style="list-style-type: none"> Review previous Facilitation and adjust to meet learner needs Review Assessment strategies and adjust to meet learner needs Identify core skill needs of units and learners



Course Schedules

Full course enrolment – Fixed schedule

All dates and times may be subject to change

TAE40122 COURSE 1	Starts 3 Feb 2025	Course Induction: Wed 29 Jan 2025, 5:30–6:30pm
TAESS00028 Work Skill Instructor Skill Set	Webinars Mon/Wed 5:30–8:30pm	Dates: 03/02, 05/02, (10/2 Public Hol), 12/02, 17/02, 19/02, 24/02, 26/02
TAESS00021 Facilitation Skill Set	Webinars Tues/Thurs 5:30 – 7:30pm	Dates: 01/04, 03/04, 08/04, 10/04, 29/04, 01/05, 06/05, 08/05
TAESS00017 Workplace Supervisor Skill Set	Webinars Tues/Thurs 5:30–8:30pm	Dates: 10/06, 12/06, 24/06, 26/06
TAESS00019 Assessor Skill Set	Webinars Tues/Thurs 5:30 – 7:30pm	Dates: 29/07, 31/07, 5/08, 07/08, 12/08, 14/08, 26/08, 28/08, 02/09, 04/09, 09/09, 11/09
TAESS00023 Online Learning & Assessment Skill Set	Webinars Tues/Thurs 5:30 – 7:30pm	Dates: 14/10, 16/10, 21/10, 23/10, 28/10, 30/10, 04/11, 06/11
TAE40122 COURSE 2	28 May 2025	Course Induction: Mon 28 Apr 2025 (incl in 1st webinar)
TAESS00028 Work Skill Instructor Skill Set	Webinars Mon/Wed 5:30–8:30pm	Dates: 28/04, 30/04, 05/05, 07/05, 12/05, 14/05, 19/05, 21/05
TAESS00021 Facilitation Skill Set	Webinars Tues/Thurs 5:30 – 7:30pm	Dates: 24/06, 26/06, 01/07, 03/07, 22/07, 24/07, 29/07, 31/07

TAESS00017 Workplace Supervisor Skill Set	Webinars Tues/Thurs 5:30–8:30pm	Dates: 2/09, 4/09, 16/09, 18/09
TAESS00019 Assessor Skill Set	Webinars Tues/Thurs 5:30 – 7:30pm	Dates: 14/10, 16/10, 21/10, 23/10, 28/10, 30/10, 11/11, 13/11, 18/11, 20/11, 25/11, 27/11
TAESS00023 Online Learning & Assessment Skill Set	Webinars Tues/Thurs 5:30 – 7:30pm	Dates: 2026 TBA

Skill Set Schedules *All dates/times may be subject to change

TAESS00028 Work Skill Instructor Skill Set		Webinars: Mon/Wed 5:30–8:30pm
Feb 2025	3/02, 5/02, (10/2 Public Hol), 12/02, 17/02, 19/02, 24/02, 26/02	
Mar 2025	17/03, 19/03, 24/03, 26/03, 31/03, 02/04, 07/04, 09/04	
Apr 2025	28/04, 30/04, 05/05, 07/05, 12/05, 14/05, 19/05, 21/05	
Jun 2025	(9/06 Public Hol), 11/06, 16/06, 18/06, 23/06, 25/06, 30/06, 2/07	
Jul 2025	21/07, 23/07, 28/07, 30/07, 04/08, 06/08, 11/08, 13/08	
Sep 2025	1/09, 03/09, 08/09, 10/09, 15/09, 17/09, 22/09, 24/09	
Oct 2025	13/10, 15/10, 20/10, 22/10, 27/10, 29/10, (3/11 Public Hol), 5/11	

TAESS00021 Facilitation Skill Set	Webinars:	Tues/Thurs 5:30–7:30pm
Apr 2025	1/04, 3/04, 8/04, 10/04, 29/04, 1/05, 6/05, 8/05	
Jun 2025	24/06, 26/06, 01/07, 03/07, 22/07, 24/07, 29/07, 31/07	
Sep 2025	16/09, 18/09, 23/09, 25/09, 14/10, 16/10, 21/10, 23/10	
TAESS00017 Workplace Supervisor Skill Set	Webinars:	Tues/Thurs 5:30 – 8:30pm
Feb 2025	25/02, 27/02, 11/03, 13/03	
Jun 2025	10/06, 12/06, 24/06, 26/06	
Sep 2025	2/09, 4/09, 16/09, 18/09	
Nov 2025	18/11, 20/11, 02/12, 4/12	
TAESS00019 Assessor Skill Set	Webinars:	Tues/Thurs 5:30–7:30pm
Feb 2025	11/02, 13/02, 18/02, 20/02, 25/02, 27/02, 11/03, 13/03, 18/03, 20/03, 25/03, 27/03	
Jul 2025	29/07, 31/07, 5/08, 07/08, 12/08, 14/08, 26/08, 28/08, 02/09, 04/09, 09/09, 11/09	
Oct 2025	14/10, 16/10, 21/10, 23/10, 28/10, 30/10, 11/11, 13/11, 18/11, 20/11, 25/11, 27/11	
TAESS00023 Online Learning & Assessment Skill Set	Webinars:	Tues/Thurs 5:30– 7:30pm
Apr 2025	29/04, 01/05, 06/05, 08/05, 13/05, 15/05, 20/05, 22/05	

Oct 202514/10, 16/10, 21/10, 23/10, 28/10, 30/10, 04/11, 06/11
