

# TAE40122

# Certificate IV in

# Training and Assessment

## INFORMATION PACK

2024



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## Contact us

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# Course Information

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

This Information Pack covers the **TAE40122** – Certificate IV in Training and Assessment, which is the latest version of the qualification. This qualification is the successor of the TAE40116. However, although the qualification is equivalent to TAE40116, most units have been updated to better meet the demands of the VET sector and are not equivalent to older versions.

The new TAE40122 qualification is made up of 12 units, consisting of 6 core units and 6 electives. We are offering the qualification as a series of Skill Sets to provide you with more flexibility and choice over your enrolment.

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

## 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 accredited training in Australia's Vocational Education and Training (VET) sector.

Teachers in Vocational Education and Training (VET) require vocational competence, a current qualification in their industry area, and, as a minimum, the current Training and Assessment qualification as deemed by Australian Skills Quality Authority (ASQA).

This qualification develops the skills and knowledge needed to understand the VET sector, design learning to meet the needs of learners and enterprises, deliver training, and plan and conduct assessments.

At TasTAFE, TAE40122 is offered as five (5) separate skill sets combining to complete the full qualification. You have the option to enrol in the full qualification or skill set by skill set. If you choose the skill set option, upon enrolling in your final skill set, your enrolment will automatically convert to the full qualification code and title. Please read the information under 'What are the Units?' for further information on this.

## Is this qualification for you?

For your job role, the full TAE40122 qualification may not be required or relevant, and a skill set or non-accredited course may be more appropriate.

TAE40122 is suitable if you have vocational qualifications **and** 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?

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:

1. 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
2. provide your resume showing your current experience using this qualification
3. undertake the TasTAFE LLN Assessment achieving an ACSF level 3 English and ACSF level 2 Maths

**and**

- attend a short online interview to confirm your vocational competency and currency and your understanding of the completion requirements of the course. (Interview not required for entry into the initial skill set - Work Skill Instructor Skill Set)

## **What skills and attributes are required 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
- 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.

## **General requirements for successful completion**

You will require:

- access to a vocational training and assessment environment\* to complete facilitation of group-based learning and assessing against National Training Packages
- access to vocational learners to complete Facilitation units
- a laptop or PC with reliable internet
- a webcam

- a media headset with microphone

\*If you are unable to use your own workplace, you may be required to organise your own work placement in an environment where you can conduct accredited training. In some situations a simulated environment may be an option depending upon numbers required to meet the training package requirements.

## Recognition 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 process is streamlined, individualised, holistic and applied/task based.

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.

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 (Registered Training Organisation), relevant verified units may be eligible for credit transfer.
- 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.

Key methods of providing assessment evidence 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 RPL 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.

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.

The typical time to complete this qualification is 12 - 24 months which is consistent with the AQF (Australian Quality Framework) volume of learning indicators for a Certificate IV qualification.

## How will I learn?

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

The TAE40122 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
- 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, 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 electives, offered as five (5) separate skill sets:

TAESS00028 <b>Work Skill Instructor Skill Set</b>	TAEDEL311 Provide work skill instruction TAEPDD401 Work effectively in the VET sector (Core)
TAESS00017 <b>Workplace Supervisor Skill Set</b> <b>OR</b> (Locally Recognised Skill Set may be utilised) TASMSS0251 <b>Contribute to Learning</b>	TAEASS311 Contribute to assessment TAEDEL414 Mentor in the workplace TAEDEL311 Provide work skill instruction – completed in above skill set TAEDEL414 Mentor in the workplace BSBCMM411 Make Presentations
TAESS00021 <b>Facilitation Skill Set</b>	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)

<b>TAESS00023</b> <b>Online Learning and Assessment Skill Set</b>	<b>TAEDEL405</b> Plan, organise and facilitate online learning <b>TAEASS404</b> Assess competence in an online environment
Note: This unit is included with your final skill set enrolment	<b>TAELLN421</b> Integrate core skills support into training and assessment

## Enrolment options

Because we know that that this course is a substantial commitment, we offer two different enrolment options:

- Enrol in the full course and pay for the full course fees upfront (see full course fee below). This provides for an enrolment of up to 2 years. Note that the qualification may be completed earlier, depending on your starting date.

**OR**

- Enrol and pay as you go – Skill Set by Skill Set (see individual skill set fees below). By doing this, you can pace your commitment and spread out your fee payments. Note that you will need to enrol in all five (5) skill sets, one by one as you go to complete the qualification. Upon enrolling in your final skill set, your enrolment will automatically convert to the full qualification code and title. Look at the course schedule at the end of this Information Pack to assist with planning your learning journey.

## How much will the TAE40122 online course cost?

- The full course fee is \$3590 – paid upfront (one enrolment)

OR

- Skill Set fees as below (multiple enrolments as you go):

TAESS00028 Work Skill Instructor Skill Set - Currently fee free

TAESS00021 Facilitation Skill Set - \$1050

TAESS00017 Workplace Supervisor Skill Set **or** alternative skill set, TASMSS0251 Contribute to Learning Skill Set - \$895

TAESS00019 Assessor Skill Set - \$1050

TAESS00023 Online Learning and Assessment Skill Set - \$595

\*Course fees are subject to changes

\*\*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.

<p>TAESS00028 Work Skill Instructor Skill Set</p>	<ul style="list-style-type: none"> <li>• Deliver three work skill instructions to an individual or small group.</li> <li>• Knowledge-based assessment</li> <li>• Scenario-based assessment.</li> </ul>
<p>TAESS00017 Workplace Supervisor Skill Set <b>OR</b> TASMSS0251 Contribute to Learning Skill Set</p>	<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>• Answer knowledge-based questions</li> </ul>
<p>TAESS00021 Facilitation Skill Set</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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"> <li>▪ a series of 3 sequential group training sessions of at least 30 minutes duration each to 1 group of at least four (4) learners</li> <li>▪ 2 different individual training sessions of at least 30 minutes duration each to a learner who is not part of the above group.</li> </ul> </li> <li>▪ Knowledge based assessment</li> </ul>
<p>TAESS00019 Assessor Skill Set</p>	<ul style="list-style-type: none"> <li>• Customise the assessment process to the candidate</li> <li>• 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.</li> <li>• Participate in three validation sessions for assessment instruments.</li> </ul>



	<ul style="list-style-type: none"> <li>Participate in three validation sessions for assessment judgements</li> <li>Answer knowledge-based assessment.</li> </ul>
TAESS00023 Online Learning and Assessment Skill Set	<ul style="list-style-type: none"> <li>Conduct at least two online learning sessions of at least 30 minutes with a group of at least three learners</li> <li>Conduct at least two online assessment processes for at least three candidates synchronously and asynchronously</li> <li>Answer knowledge-based assessment.</li> </ul>

## Course Schedules

Skill Set enrolment option: You are required to enrol in each skill set as you go and complete all five (5) skill sets to gain the full qualification.

\*All dates are subject to change

<b>TAESS00028 Work Skill Instructor Skill Set</b>				
Course Number	Course 1	Pre-Course Induction Webinar		Wed 5:30–6:30pm, 31 Jan 2024
Course Duration	05 Feb – 03 Apr 2024	Webinars Mon/Wed	Time	<b>5:30–8:30pm</b>
			Dates	05/02, 07/02, (12/02 public hol Sth), 14/02, 19/02, 21/02, 26/02, (28/02 public hol Nth)
<b>TAESS00028 Work Skill Instructor Skill Set</b>				
Course Number	Course 2	Pre-Course Induction Webinar		Wed 5:30–6:30pm, 6 Mar 2024
Course Duration	*11 Mar – 8 May 2024	Webinars Mon/Wed	Time	<b>5:30–8:30pm</b>
			Dates	(* No Class 11/03 public hol, start 13/03, 18/03, 20/03, 25/03, 27/03, Easter Break, 08/04, 10/04)
<b>TAESS00028 Work Skill Instructor Skill Set</b>				
Course Number	Course 3	Course Induction		Induction included in 1st webinar
Course Duration	29 Apr – 26 Jun 2024	Webinars Mon/Wed	Time	<b>5:30–8:30pm</b>
			Dates	29/04, 01/05, 06/05, 8/05, 13/05, 15/05, 20/05, 22/05
<b>TAESS00028 Work Skill Instructor Skill Set</b>				

Course Number	Course 4	Pre-Course Induction Webinar		Wed 5:30–6:30pm, 5 June 2024
Course Duration	*10 Jun – 7 Aug 2024	Webinars Mon/Wed	Time	<b>5:30–8:30pm</b>
			Dates	(*No class 10/06 public hol), start 12/06, 17/06, 19/06, 24/06, 26/06, 01/07, 03/07

### TAESS00028 Work Skill Instructor Skill Set

Course Number	Course 5	Course Induction		Induction (included in 1 <sup>st</sup> webinar)
Course Duration	22 Jul – 25 Sep 2024	Webinars Mon/Wed	Time	<b>5:30–8:30pm</b>
			Dates	22/07, 24/07, 29/07, 31/07, 05/08, 07/08, 12/08, 14/08

### TAESS00028 Work Skill Instructor Skill Set

Course Number	Course 6	Pre-Course Induction Webinar		Wed 5:30–6:30pm, 28 Aug 2024
Course Duration	02 Sep – 30 Oct 2024	Webinars Mon/Wed	Time	<b>5:30–8:30pm</b>
			Dates	02/09, 04/09, 09/09, 11/09, 16/09, 18/09, 23/09, 25/09

### TAESS00028 Work Skill Instructor Skill Set

Course Duration	Course 7	Pre-Course Induction Webinar		Induction (included in 1 <sup>st</sup> webinar)
Course Duration	14 Oct – 12 Dec 2024	Webinars Mon/Wed	Time	<b>5:30–8:30pm</b>
			Dates	14/10, 16/10, 21/10, 23/10, 28/10, 30/10, (04/11 Public Hol Nth), 6/11

### TAESS00021 Facilitation Skill Set

Course Duration	Evening course 1	Pre-Course Induction Webinar		Thurs 5:30–6:30pm, 7 Mar 2024
	12 Mar – 30 Jul 2024	Webinars	Time	<b>5:30–7:30pm</b>

Course Duration		Tues/Thurs	<b>Dates</b>	12/03,14/03,19/03, 21/03, 26/03, 28/03, Easter break, 09/04,11/04
<b>TAESS00021 Facilitation Skill Set</b>				
Course Duration	Daytime course	Pre-Course Induction Webinar		Thurs 12:30 – 1:30pm, 6 June 2024
Course Duration	11 Jun – 31 Oct 2024	Webinars Tues/Thurs	<b>Time</b>	<b>12:30 – 2:30pm</b>
			<b>Dates</b>	11/06, 13/06, 18/06, 20/06, 25/06, 27/06, 02/07, 04/07
<b>TAESS00021 Facilitation Skill Set</b>				
Course Duration	Evening course 2	Pre-Course Induction Webinar		Thurs 5:30–6:30pm, 29 Aug 2024
Course Duration	03 Sep 24 – 23 Jan 25	Webinars Tues/Thurs	<b>Time</b>	<b>5:30–7:30pm</b>
			<b>Dates</b>	03/09, 05/09, 10/09, 12/09, 17/09, 19/07, 24/09, 26/09

<b>TAESS00019 Assessor Skill Set</b>				
Course Number	Evening course	Pre-Course Induction Webinar		Thurs 5:30–6:30pm, 9 May 2024
Course Duration	14 May – 17 Oct 2024	Webinars Tues/Thurs	<b>Time</b>	<b>5:30–7:30pm</b>
			<b>Dates</b>	14/5, 16/5, 21/5, 23/5, 28/5, 30/5, one week break, 11/6, 13/6,18/6, 20/6, 25/6, 27/6
<b>TAESS00019 Assessor Skill Set</b>				
Course Number	Daytime course	Pre-Course Induction Webinar		Thurs 12:30–1:30pm, 1 Aug 2024
Course Duration	06 Aug 24– 03 Feb 25	Webinars Tues/Thurs	<b>Time</b>	<b>12:30–2:30pm</b>
			<b>Dates</b>	06/8, 08/8, 13/8, 15/8, one week break, 27/8, 29/8, 03/9, 05/9, 10/9, 12/9,17/9, 19/9

<b>TAESS00023 Online Learning &amp; Assessment Skill Set</b>				
Course Number	Course 1	Induction		Induction included in 1 <sup>st</sup> webinar
Course Duration	23 Jul – 28 Nov 2024	Webinars Tues/Thurs	Time	12:30 – 2:30pm
			Dates	23/7, 25/7, 30/7, 01/8, 06/8, 08/8, 13/8, 15/8
<b>TAESS00023 Online Learning &amp; Assessment Skill Set</b>				
Course Number	Course 2	Induction		Induction included in 1 <sup>st</sup> webinar
Course Duration	15 Oct 24 – 13 Feb 25	Webinars Tues/Thurs	Time	12:30 – 2:30pm
			Dates	15/10, 17/10, 22/10, 24/10, 29/10, 31/10, 05/11, 07/11

<b>TAESS00017 Workplace Supervisor Skill Set OR Contribute to Learning Skill Set (LRSS)</b>				
Course Number	Course 1			Induction included in the 1st webinar
Course Duration	08 Feb – 30 Apr 2024	Webinars Thurs	<b>Time &amp; Dates:</b>	8 Feb, 12:30-3:30pm
			4 separate dates	22 Feb, 12:30-2:00pm 7 Mar, 12:30-2:30pm 21 Mar, 12:30-2:00pm
<b>TAESS00017 Workplace Supervisor Skill Set OR Contribute to Learning Skill Set (LRSS)</b>				
Course Number	Course 2			Induction included in the 1st webinar
Course Duration	02 May – 25 Jul 2024	Webinars Thurs	<b>Time &amp; Dates:</b>	2 May, 12:30-3:30pm
			4 separate dates	16 May, 12:30-2:00pm 30 May, 12:30-2:30pm 13 Jun, 12:30-2:00pm
<b>TAESS00017 Workplace Supervisor Skill Set OR Contribute to Learning Skill Set (LRSS)</b>				
Course Number	Course 3	Pre-Course Induction Webinar		Induction included in the 1st webinar

Course Duration	01 Aug – 15 Oct 2024	Webinars Thurs	<b>Time &amp; Dates</b> 4 separate dates	01 Aug, 12:30-3:30pm 15 Aug, 12:30-2:00pm 29 Aug, 12:30-2:30pm 12 Sep, 12:30-2:00pm
<b>TAESS00017 Workplace Supervisor Skill Set OR Contribute to Learning Skill Set (LRSS)</b>				
Course Number	Course 4			Induction included in the 1st webinar
Course Duration	17 Oct 24 – 16 Jan 25	Webinars Thurs	<b>Time &amp; Dates</b> 4 separate dates	17 Oct, 12:30-3:30pm 31 Oct, 12:30-2:00pm 14 Nov, 12:30-2:30pm 28 Nov, 12:30-2:00pm