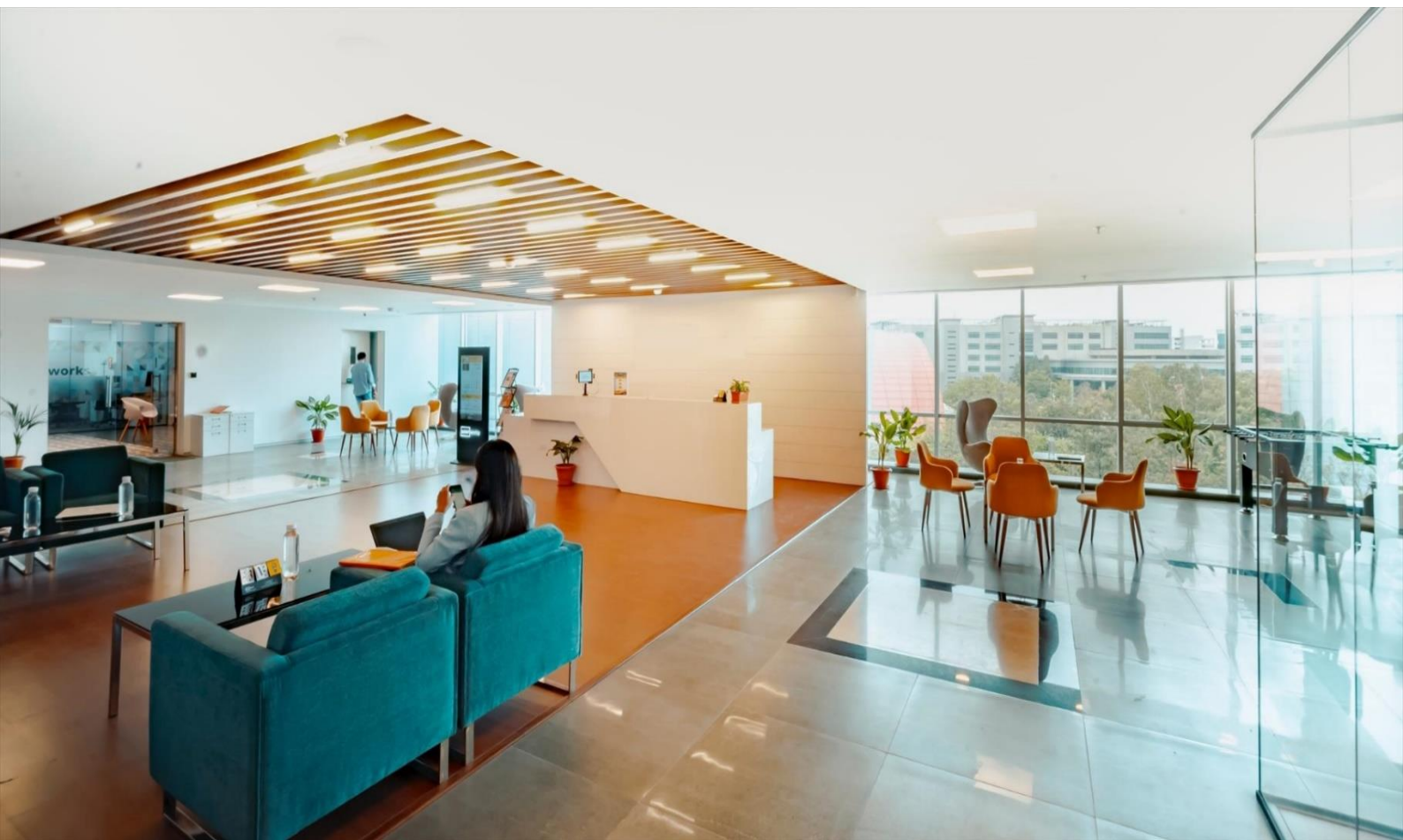


TAE40122

Certificate IV in Training and Assessment

Info Pack & Course Schedules May 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	<ul style="list-style-type: none"> • TAEDEL311 Provide work skill instruction (Elective) • TAEPDD401 Work effectively in the VET sector (Core)
TAESS00017 - Workplace Supervisor Skill Set	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • TAEDES412 Design and develop plans for vocational training (Core) • TAEDEL411 Facilitate vocational training (Core)
TAESS00019 - Assessor Skill Set	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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/ included in full course enrolments)	+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.

Skill Set	Fee
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*

*2025 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 Sets	Assessment Tasks
TAESS00028 Work Skill Instructor Skill Set	<ul style="list-style-type: none">Deliver three work skill instructions to an individual or small groupQuestioning/Professional conversationScenario-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
TAESS00021 Facilitation Skill Set	<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) consecutive training sessions tailored to the target learner group • 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
Separate from Skill Sets + 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

Date	Status
3 February 2025	Commenced

TAE40122 COURSE 2

Date	Status
28 April 2025	Commenced

TAE40122 COURSE 3

Commenced 21 July 2025 (See next start date).

Skill Set	Schedule	Dates
Work Skill Instructor Skill Set	Monday & Wednesday, 5:30–8:30pm	21 July, 23 July, 28 July, 30 July, 4 August, 6 August, 11 August, 13 August
Facilitation Skill Set	Tuesday & Thursday, 5:30–7:30pm	16 September, 18 September, 23 September, 25 September, 14 October, 16 October, 21 October, 23 October
Workplace Supervisor Skill Set	Tuesday & Thursday, 5:30–8:30pm	18 November, 20 November, 2 December, 4 December
Assessor Skill Set	Tuesday & Thursday, 5:30–7:30pm	February 2026 (TBC)
Online Learning & Assessment Skill Set	Tuesday & Thursday, 5:30–7:30pm	April 2026 (TBC)

Plus, elective unit TAELN421 (Webinars TBC in 2026): Integrate core skills support into training and assessment unit (or one eligible elective unit from a current Certificate III or above qualification).

TAE40122 COURSE 4

Course Induction: Wednesday, 24 September 2025, 5:30 - 6:30pm.

Skill Set	Schedule	Dates
TAESS00028 — Work Skill Instructor Skill Set	Monday & Wednesday, 5:30–8:30pm	13 October, 15 October, 20 October, 22 October, 27 October, 29 October, 3 November (Public Holiday), 5 November

TAESS00017 — Workplace Supervisor Skill Set	Tuesday & Thursday, 5:30–8:30pm	18 November, 20 November, 2 December, 4 December
TAESS00021 — Facilitation Skill Set	Tuesday & Thursday, 5:30–7:30pm	2026. Dates to be released November 2025
TAESS00019 — Assessor Skill Set	Tuesday & Thursday, 5:30–7:30pm	2026. Dates to be released November 2025
TAESS00023 — Online Learning & Assessment Skill Set	Tuesday & Thursday, 5:30–7:30pm	2026. Dates to be released November 2025

Plus, elective unit TAELN421 (Webinars TBC in 2026): Integrate core skills support into training and assessment unit (or one eligible elective unit from a current Certificate III or above qualification).

Skill Set Schedules

*All dates/times may be subject to change

TAESS00028 Work Skill Instructor Skill Set

Webinars to be held Monday and Wednesday from 5:30pm to 8:30pm.

Month (Year 2025)	Webinar Dates
February	Completed
March	Completed
April	Completed
June	Completed
July	Commenced
September	1 September, 3 September, 8 September, 10 September, 15 September, 17 September, 22 September, 24 September
October	13 October, 15 October, 20 October, 22 October, 27 October, 29 October, 3 November, 5 November

TAESS00021 Facilitation Skill Set

Webinars to be held Tuesday and Thursday from 5:30pm to 7:30pm.

Month (Year 2025)	Webinar Dates
April	Completed
June	Completed
September	16 September, 18 September, 23 September, 25 September, 14 October, 16 October, 21 October, 23 October

TAESS00017 Workplace Supervisor Skill Set

Webinars to be held Tuesday and Thursday from 5:30pm to 8:30pm.

Month (Year 2025)	Webinar Dates
February	Course Completed
June	Course Completed
September	2 September, 4 September, 16 September, 18 September
November	18 November, 20 November, 2 December, 4 December

TAESS00019 Assessor Skill Set

Webinars to be held Tuesday and Thursday from 5:30pm to 7:30pm.

Month (Year 2025)	Webinar Dates
February	Course Completed
July	Commenced
October	14 October, 16 October, 21 October, 23 October, 28 October, 30 October, 11 November, 13 November, 18 November, 20 November, 25 November, 27 November

TAESS00023 Online Learning & Assessment Skill Set

Webinars to be held Tuesday and Thursday from 5:30pm to 7:30pm.

Month (Year 2025)	Webinar Dates
April	Course Completed
October	14 October, 16 October, 21 October, 23 October, 28 October, 30 October, 4 November, 6 November

TAE Inductions

Online sessions Wednesday 5:30pm to 6:30pm.

Month (Year 2025)	Webinar Dates
September	24 September

TAELLN421 elective unit

Integrate core skill support into training and assessment

Month (Year 2025)	Webinar Dates
September	23 September, 25 September

N.B. 2026 Dates for TAE courses and skill sets to be released on the TasTAFE website in early Nov 2025