TAE40122 Entrance Checklist for TAE Discussion

|  |  |  |  |
| --- | --- | --- | --- |
| What is the industry area in which you intend to teach? |  | | |
| Questions | | Y | N |
| Have you provided certified copies of your nationally recognised qualification/s for the area you intend to teach and assess? | |  |  |
| Have you provided your resume highlighting your broad and current experience in the area you intend to teach and assess? | |  |  |
| Have you completed the TAESS00028 Work Skill Instructor Skill Set? | |  |  |
| If not, have you ever undertaken any online courses? Were you comfortable using web conferencing tools such as Zoom and Microsoft Teams? | |  |  |
| Do you have access to, and skills to use:   * a laptop or PC with reliable internet? * a webcam, and media headset with microphone? | |  |  |
| Do you have digital technology skills to:   * Navigate and research on the internet * Use word processing software * Use presentation software such as PowerPoint * Create videos and upload media files | |  |  |
| We provide a supportive online environment; however, you will need to complete learning activities prior to and after attending webinars. Most learners require 10 - 12 hours of self-directed activity per week.  Are you a self-directed learner willing to develop your skills and knowledge through this flipped learning model? | |  |  |
| Do you have access to a group of at least 4 learners to complete the practical components of your delivery and assessment units?  \* 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. Would this be achievable for you? | |  |  |
| At times assessment may take place in the scheduled webinar times. Do you have the flexibility to attend these sessions?  \*If not, you may be required to organise some components yourself e.g. validation, assessing competence. Would this be achievable for you? | |  |  |
| Your notes or further questions: | | | |

**For full course enrolments, please refer to the skill set dates below or in the Info Pack so that you can plan your course by choosing the start date that suits you for each of the 5 skill sets.**

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

OR

* Skill Set fees as below (enrol as you go – multiple enrolments):

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.

N.B. 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.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Product Code | Cal Occ Code | Offering Description | UIO\_ID | Start Date | Last Webinar | Select Course |
| TAESS00028-V01 | 24D27-01 | WORK SKILL INSTRUCTOR SS 2024 COURSE 1 | 600650 | 5/02/2024 | 28/02/2024 | ❑ |
| TAESS00028-V01 | 24D27-02 | WORK SKILL INSTRUCTOR SS 2024 COURSE 2 | 600656 | 11/03/2024 | 10/04/2024 | ❑ |
| TAESS00028-V01 | 24D27-03 | WORK SKILL INSTRUCTOR SS 2024 COURSE 3 | 601301 | 29/04/2024 | 22/05/2024 | ❑ |
| TAESS00028-V01 | 24D27-04 | WORK SKILL INSTRUCTOR SS 2024 COURSE 4 | 601304 | 10/06/2024 | 03/07/2024 | ❑ |
| TAESS00028-V01 | 24D27-05 | WORK SKILL INSTRUCTOR SS 2024 COURSE 5 | 601307 | 22/07/2024 | 14/08/2024 | ❑ |
| TAESS00028-V01 | 24D27-06 | WORK SKILL INSTRUCTOR SS 2024 COURSE 6 | 601310 | 2/09/2024 | 25/09/2024 | ❑ |
| TAESS00028-V01 | 24D27-07 | WORK SKILL INSTRUCTOR SS 2024 COURSE 7 | 603978 | 14/10/2024 | 6/11/2024 | ❑ |
| TAESS00017 |  | 1. WORKPLACE SUPERVISOR SS OR |  |  |  |  |
| TASMSS0251 | 24D27-01 | 2. CONTRIBUTE TO LEARNING (same dates as WSSS) | 606046 | 8/02/2024 | 21/03/2024 | ❑ |
|  |  |  |  | 2/05/2024 | 13/06/2024 | ❑ |
|  |  |  |  | 01/08/2024 | 12/09/2024 | ❑ |
|  |  |  |  | 17/10/2024 | 28/11/2024 | ❑ |
| TAESS00021-V01 | 24D27-01 | FACILITATION SS EVENING COURSE 1 | 601322 | 12/03/2024 | 11/04/2024 | ❑ |
| TAESS00021-V01 | 24D27-02 | FACILITATION SKILL SET DAYTIME COURSE | 601343 | 11/06/2024 | 04/07/2024 | ❑ |
| TAESS00021-V01 | 24D27-03 | FACILITATION SKILL SET EVENING COURSE 2 | 601423 | 3/09/2024 | 26/09/2024 | ❑ |
| TAESS00019 | 24D27-01 | ASSESSOR SKILL SET EVENING | 601426 | 14/05/2024 | 27/06/2024 | ❑ |
| TAESS00019 | 24D27-02 | ASSESSOR SKILL SET DAYTIME | 601434 | 06/08/2024 | 19/09/2024 | ❑ |
| TAESS00023-V01 | 24D27-01 | ONLINE LEARNING & ASSESSMENT SS COURSE 1 | 601441 | 23/07/2024 | 15/08/2024 | ❑ |
| TAESS00023-V01 | 24D27-02 | ONLINE LEARNING & ASSESSMENT SS COURSE 2 | 603984 | 15/10/2024 | 07/11/2024 | ❑ |

If TAE entrance is approved, an offer will be sent out formally and will need to be accepted before enrolment in the full qualification can proceed.

If a full enrolment is chosen, there is the possibility for a payment plan – it is up to the student to request this via the TasTAFE website. Otherwise, the option of skill set by skill set, which requires individual enrolment in each skill set to spread payments.

If you have any further questions about the TAE40122 - Certificate IV in Training and Assessment course, please contact the TAE Team:

**Email** [**trainingandassessment@tastafe.tas.edu.au**](mailto:trainingandassessment@tastafe.tas.edu.au)