



TAE40122 Certificate IV in Training and Assessment

Course Code: 242TAEHZ Trainer: Karen Squire- Ryan

Delivery Mode: Online via Zoom

Class Day & Times: Fridays – 9.00 am - 4:30pm Dates: 22 November 2024 – 11 July 2025 (25 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	22 November	Zoom	Introduction to VET (PDD): TAE PDD401 Work effectively in the VET sector	6 Dec
2	29 November	Zoom	Introduction to Training (TTT): BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	3 Jan
3	6 December	Zoom		
4	13 December	TTT Presentation		
5	20 December	TTT Presentation		
Break Xmas 21 December till 30 January				
6	31 January	Zoom	Introduction to Foundation Skills (LLN): TAE LLN422 Use foundation skills resources, strategies and advice	14 Feb
7	7 February	Zoom	Delivery and Facilitation (DEL): TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	11 April
8	14 February	Zoom		
9	21 February	Zoom		
DELIVERY PRESENTATION PREPARATION WEEK – No class on 28 February				
10	7 March	DEL Presentation	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	11 April
11	14 March	DEL Presentation		
12	21 March	DEL Presentation		
13	28 March	DEL Presentation		
14	4 April	Zoom	Assessment (ASS): TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	6 June
15	11 April	Zoom		
INDEPENDENT STUDY DAYS 18 & 25 April				
16	2 May	Zoom	Assessment (ASS): TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	6 June
17	9 May	Zoom		
18	16 May	Zoom		
19	23 May	Zoom		
INDEPENDENT STUDY DAY 30 May				



20	6 June	Zoom	eLearning: TAEDEL405 Plan, organise and facilitate online learning	11 July
21	13 June	Zoom		
22	20 June	Zoom		
23	27 June	Zoom		
24	4 July	Zoom	eAssessment: TAEASS404: Assess competence in an online environment	25 July
25	11 July	Zoom		

This timetable and the order of units is subject to change.

100% course attendance is required, it's essential due to the fast-paced nature of this course, group work, presentations and a significant work load. Absences will strongly impact the completion of your course and may result in the need for a full course transfer. Missing classes may result in you needing to transfer into another timetable, which will incur a transfer fee

Total Classroom time:	175 hours (excludes lunch breaks)	Suggested homework per week:	15 hours
Work Placement hours:	N/A	Final Assessment Due date:	25 July 2025

Contact Details

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Support Services	www.msatraining.edu.au/support-services/	Parking Information	www.monash.edu/people/transport-parking/parking/visitors
Zoom Information	For sessions being held on Zoom, you will be required to download Zoom before class. Your link and password will be emailed the day before your course starts. To learn more about Zoom, please visit: https://youtu.be/DDdDspdq21o		