



TAE40122 Certificate IV in Training and Assessment

Course Code: 242TAEI **Trainer:** Melanie Evangelista

Delivery Mode: Blended – Classroom & Online via Zoom sessions

Class Day & Times: Saturdays – 9.00 am - 4:30pm **Dates:** 7 December 2024 – 16 August 2025 (25 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	7 December	Classroom	Introduction to VET (PDD): TAEPDD401 Work effectively in the VET sector	21 Dec
2	14 December	Classroom	Introduction to Training (TTT): BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	1 March
Break Xmas 15 December till 31 January				
3	1 February	Classroom	Introduction to Training (TTT): BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	1 March
4	8 February	TTT Presentation		
5	15 February	TTT Presentation		
6	22 February	Classroom	Introduction to Foundation Skills (LLN): TAE LLN422 Use foundation skills resources, strategies and advice	8 March
7	1 March	Classroom	Delivery and Facilitation (DEL): TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	31 May
INDEPENDENT STUDY DAYS 8 & 15 March				
8	22 March	Classroom	Delivery and Facilitation (DEL): TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	31 May
9	29 March	Classroom		
DELIVERY PRESENTATION PREPARATION WEEK – No class on 5 April				
10	12 April	DEL Presentation	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	31 May
INDEPENDENT STUDY DAYS 19 & 26 April				
11	3 May	DEL Presentation	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	31 May
12	10 May	DEL Presentation		
13	17 May	DEL Presentation		



14	24 May	Classroom	Assessment (ASS): TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	19 July
15	31 May	Classroom		
INDEPENDENT STUDY DAY 7 June				
16	14 June	Classroom	Assessment (ASS): TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	19 July
17	21 June	Classroom		
18	28 June	Classroom		
19	5 July	Classroom		
20	12 July	Zoom	eLearning: TAEDEL405 Plan, organise and facilitate online learning	16 Aug
21	19 July	Zoom		
22	26 July	Zoom		
23	2 August	Zoom		
24	9 August	Zoom	eAssessment: TAEASS404: Assess competence in an online environment	30 Aug
25	16 August	Zoom		
<p>This timetable and the order of units is subject to change.</p> <p>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</p>				

Total Classroom time:	175 hours (excludes lunch breaks)	Suggested homework per week:	15 hours
Work Placement hours:	N/A	Final Assessment Due date:	30 August 2025

Contact Details			
Email Address	msa-monashtraining@monash.edu	Phone Number	03 9905 3180
Office Address	Room 1.59, Level 1, 21 Chancellors Walk Monash University, Clayton Campus 3800	Classroom Address	7 Innovation Walk Monash University Clayton Campus 3800
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		