



TAE40122 Certificate IV in Training and Assessment

Course Code: 251TAEBZ Trainer: Tanya Lee-Cox

Delivery Mode: Online via Zoom

Class Day & Times: Wednesdays – 9.00 am - 4:30pm Dates: 5 February – 13 August 2025 (25 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	5 February	Zoom	Introduction to VET (PDD): TAEPPDD401 Work effectively in the VET sector	26 Feb
2	12 February	Zoom		
3	19 February	Zoom	Introduction to Training (TTT): BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	2 April
4	26 February	Zoom		
5	5 March	TTT Presentation		
INDEPENDENT STUDY DAY – No class on 12 March				
6	19 March	TTT Presentation	Introduction to Training (TTT): BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	2 April
7	26 March	Zoom	Introduction to Foundation Skills (LLN): TAE LLN422 Use foundation skills resources, strategies and advice	9 April
8	2 April	Zoom	Delivery and Facilitation (DEL): TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	4 June
9	9 April	Zoom		
10	16 April	Zoom		
DELIVERY PRESENTATION PREPARATION WEEK – No class on 23 April				
11	30 April	DEL Presentation	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	4 June
12	7 May	DEL Presentation		
13	14 May	DEL Presentation		
14	21 May	DEL Presentation		
15	28 May	Zoom	Assessment (ASS): TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	16 July
16	4 June	Zoom		
17	11 June	Zoom		
18	18 June	Zoom		
19	25 June	Zoom		
20	2 July	Zoom		
INDEPENDENT STUDY DAY – No class on 9 July				



21	16 July	Zoom	eLearning: TAEDEL405 Plan, organise and facilitate online learning	13 August
22	23 July	Zoom		
23	30 July	Zoom		
24	6 August	Zoom	eAssessment: TAEASS404: Assess competence in an online environment	27 August
25	13 August	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:	27 Aug 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		