



TAE40122 Certificate IV in Training and Assessment

Course Code: 251TAE CZ Trainer: Natasha Brown

Delivery Mode: Online via Zoom

Class Day & Times: Thursdays – 9.00 am - 4:30pm Dates: 27 February – 18 September 2025 (25 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	27 February	Zoom	Introduction to VET (PDD): TAE PDD401 Work effectively in the VET sector	20 March
2	6 March	Zoom		
3	13 March	Zoom	Introduction to Training (TTT): BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	17 April
4	20 March	Zoom		
5	27 March	TTT Presentation		
6	3 April	TTT Presentation		
INDEPENDENT STUDY DAY – No class on 10 April				
7	17 April	Zoom	Introduction to Foundation Skills (LLN): TAE LLN422 Use foundation skills resources, strategies and advice	1 May
INDEPENDENT STUDY DAY – No class on 24 April (Easter & ANZAC)				
8	1 May	Zoom	Delivery and Facilitation (DEL): TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	3 July
9	8 May	Zoom		
10	15 May	Zoom		
DELIVERY PRESENTATION PREPARATION WEEK – No class on 22 May				
11	29 May	DEL Presentation	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	3 July
12	5 June	DEL Presentation		
13	12 June	DEL Presentation		
14	19 June	DEL Presentation		
INDEPENDENT STUDY DAY – No class on 26 June				
15	3 July	Zoom	Assessment (ASS): TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	21 August
16	10 July	Zoom		
17	17 July	Zoom		
18	24 July	Zoom		
19	31 July	Zoom		
20	7 August	Zoom		
INDEPENDENT STUDY DAY – No class on 14 August				



21	21 August	Zoom	eLearning: TAEDEL405 Plan, organise and facilitate online learning	18 September
22	28 August	Zoom		
23	4 September	Zoom		
24	11 September	Zoom	eAssessment: TAEASS404: Assess competence in an online environment	2 October
25	18 September	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:	2 Oct 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		