



TAE40122 Certificate IV in Training and Assessment

Course Code: 251TAEDZN Trainer: Alan Maguire

Delivery Mode: Online via Zoom

Class Day & Times: Tuesday & Thursdays – 6.00 pm - 9:30pm Dates: 11 March – 23 October 2025 (50 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	11 March	Zoom	Introduction to VET (PDD): TAE PDD401 Work effectively in the VET sector	3 April
2	13 March	Zoom		
3	18 March	Zoom		
4	20 March	Zoom		
5	25 March	Zoom	Introduction to Training (TTT): BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	1 May
6	27 March	Zoom		
7	1 April	Zoom		
8	3 April	Zoom		
9	8 April	TTT Presentation		
10	10 April	TTT Presentation		
11	15 April	TTT Presentation		
12	17 April	TTT Presentation		
INDEPENDENT STUDY DAY – No class on 22 & 24 April				
13	29 April	Zoom	Introduction to Foundation Skills (LLN): TAE LLN422 Use foundation skills resources, strategies and advice	15 May
14	1 May	Zoom		
15	6 May	Zoom	Delivery and Facilitation (DEL): TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	24 July
16	8 May	Zoom		
17	13 May	Zoom		
18	15 May	Zoom		
19	20 May	Zoom		
20	22 May	Zoom		
DELIVERY PRESENTATION PREPARATION WEEK – No class on 27 & 29 May				
21	3 June	DEL Presentation	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	24 July
22	5 June	DEL Presentation		
INDEPENDENT STUDY DAYS – No class on 10, 12, 17 & 19 June (Trainer away)				



23	24 June	DEL Presentation	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	24 July
24	26 June	DEL Presentation		
25	1 July	DEL Presentation		
26	3 July	DEL Presentation		
27	8 July	DEL Presentation		
28	10 July	DEL Presentation		
INDEPENDENT STUDY DAY – No class on 15 & 17 July				
29	22 July	Zoom	Assessment (ASS): TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	18 September
30	24 July	Zoom		
31	29 July	Zoom		
32	31 July	Zoom		
33	5 August	Zoom		
34	7 August	Zoom		
INDEPENDENT STUDY DAY – No class on 12 & 14 August				
35	19 August	Zoom	Assessment (ASS): TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	18 September
36	21 August	Zoom		
37	26 August	Zoom		
38	28 August	Zoom		
39	2 September	Zoom		
40	4 September	Zoom		
INDEPENDENT STUDY DAY – No class on 9, 11, 16 & 18 September (Trainer away)				
41	23 September	Zoom	eLearning: TAEDEL405 Plan, organise and facilitate online learning	23 October
42	25 September	Zoom		
43	30 September	Zoom		
44	2 October	Zoom		
45	7 October	Zoom		
46	9 October	Zoom		
47	14 October	Zoom	eAssessment: TAEASS404: Assess competence in an online environment	6 November
48	16 October	Zoom		
49	21 October	Zoom		
50	23 October	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:	6 Nov 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		