



# TAE40122 Certificate IV in Training and Assessment

Course Code: 251TAEE Trainer: Melanie Evangelista

Delivery Mode: Blended – Classroom & Online via Zoom

Class Day & Times: Mondays – 9.00 am - 4:30pm Dates: 31 March – 20 October 2025 (25 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	31 March	Classroom	<b>Introduction to VET (PDD):</b> TAEPDD401 Work effectively in the VET sector	21 April
2	7 April	Classroom		
3	14 April	Classroom	<b>Introduction to Training (TTT):</b> BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	2 June
<b>INDEPENDENT STUDY DAY – No class on 21 &amp; 28 April</b>				
4	5 May	Classroom	<b>Introduction to Training (TTT):</b> BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	2 June
5	12 May	TTT Presentation		
6	19 May	TTT Presentation		
7	26 May	Classroom	<b>Introduction to Foundation Skills (LLN):</b> TAELLN422 Use foundation skills resources, strategies and advice	9 June
8	2 June	Classroom	<b>Delivery and Facilitation (DEL):</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	11 August
<b>INDEPENDENT STUDY DAY – No class on 9 June</b>				
9	16 June	Classroom	<b>Delivery and Facilitation (DEL):</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	11 August
10	23 June	Classroom		
<b>DELIVERY PRESENTATION PREPARATION WEEK – No class on 30 June</b>				
11	7 July	DEL Presentation	<b>Delivery and Facilitation (DEL):</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	11 August
12	14 July	DEL Presentation		
13	21 July	DEL Presentation		
14	28 July	DEL Presentation		



15	4 August	Classroom	<b>Assessment (ASS):</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	22 Sept
16	11 August	Classroom		
17	18 August	Classroom		
18	25 August	Classroom		
19	1 September	Classroom		
20	8 September	Classroom		

**INDEPENDENT STUDY DAY – No class on 15 September**

21	22 September	Zoom	<b>eLearning:</b> TAEDEL405 Plan, organise and facilitate online learning	20 Oct
22	29 September	Zoom		
23	6 October	Zoom		
24	13 October	Zoom	<b>eAssessment:</b> TAEASS404: Assess competence in an online environment	3 Nov
25	20 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

<b>Total Classroom time:</b>	175 hours (excludes lunch breaks)	<b>Suggested homework per week:</b>	15 hours
<b>Work Placement hours:</b>	N/A	<b>Final Assessment Due date:</b>	<b>3 Nov 2025</b>

**Contact Details**

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<b>Office Address</b>	Room 1.59, Level 1, 21 Chancellors Walk Monash University, Clayton Campus 3800	<b>Classroom Address</b>	7 Innovation Walk Monash University Clayton Campus 3800
<b>Support Services</b>	<a href="http://www.msatraining.edu.au/support-services/">www.msatraining.edu.au/support-services/</a>	<b>Parking Information</b>	<a href="http://www.monash.edu/people/transport-parking/parking/visitors">www.monash.edu/people/transport-parking/parking/visitors</a>
<b>Zoom Information</b>	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: <a href="https://youtu.be/DDdDspdq21o">https://youtu.be/DDdDspdq21o</a>		