TAE40122 Certificate IV in Training and Assessment

Course Code: 251TAEFZN **Trainer**: Jye Marshall

Delivery Mode: Online via Zoom

Class Day & Times: Mondays & Wednesdays – 6.00 pm - 9:30pm **Dates:** 7 April – 29 October 2025 (50 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	7 April	Zoom	**Introduction to VET (PDD):** TAEPDD401 Work effectively in the VET sector	**30 April**
2	9 April	Zoom		
3	14 April	Zoom		
4	16 April	Zoom		
INDEPENDENT STUDY DAY- No class on 21 & 23 April				
5	28 April	Zoom	**Introduction to Training (TTT):** BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	**4 June**
6	30 April	Zoom		
7	5 May	Zoom		
8	7 May	Zoom		
9	12 May	TTT Presentation		
10	14 May	TTT Presentation		
11	19 May	TTT Presentation		
12	21 May	TTT Presentation		
13	26 May	Zoom	**Introduction to Foundation Skills (LLN):** TAELLN422 Use foundation skills resources, strategies and advice	**11 June**
14	28 May	Zoom		
15	2 June	Zoom	**Delivery and Facilitation (DEL):** TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	**13 August**
16	4 June	Zoom		
INDEPENDENT STUDY DAY- No class on 9 & 11 June				
17	16 June	Zoom	**Delivery and Facilitation (DEL):** TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	**13 August**
18	18 June	Zoom		
19	23 June	Zoom		
20	25 June	Zoom		
DELIVERY PRESENTATION PREPARATION WEEK – No class on 30 June & 2 July				

21	7 July	DEL Presentation	**Delivery and Facilitation (DEL):** TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	**13 August**
22	9 July	DEL Presentation		
23	14 July	DEL Presentation		
24	16 July	DEL Presentation		
25	21 July	DEL Presentation		
26	23 July	DEL Presentation		
27	28 July	DEL Presentation		
28	30 July	DEL Presentation		
INDEPENDENT STUDY DAY- No class on 4 & 6 August				
29	11 August	Zoom	**Assessment (ASS):** TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	**1 October**
30	13 August	Zoom		
31	18 August	Zoom		
32	20 August	Zoom		
33	25 August	Zoom		
34	27 August	Zoom		
35	1 September	Zoom		
36	3 September	Zoom		
37	8 September	Zoom		
38	10 September	Zoom		
39	15 September	Zoom		
40	17 September	Zoom		
INDEPENDENT STUDY DAY- No class on 22 & 24 September				
41	29 September	Zoom	**eLearning:** TAEDEL405 Plan, organise and facilitate online learning	**29 October**
42	1 October	Zoom		
43	6 October	Zoom		
44	8 October	Zoom		
45	13 October	Zoom		
46	15 October	Zoom		
47	20 October	Zoom	**eAssessment:** TAEASS404: Assess competence in an online environment	**12 November**
48	22 October	Zoom		
49	27 October	Zoom		
50	29 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:	**12 Nov 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		