



TAE40122 Certificate IV in Training and Assessment

Course Code: 251TAEH Trainer: Melanie Evangelista

Delivery Mode: Blended – Classroom & Online via Zoom

Class Day & Times: Wednesdays – 9.00 am - 4:30pm Dates: 21 May – 26 November 2025 (25 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	21 May	Classroom	Introduction to VET (PDD): TAEPDD401 Work effectively in the VET sector	11 June
2	28 May	Classroom		
3	4 June	Classroom	Introduction to Training (TTT): BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	9 July
4	11 June	Classroom		
5	18 June	TTT Presentation		
6	25 June	TTT Presentation		
INDEPENDENT STUDY DAY – No class on 2 July				
7	9 July	Classroom	Introduction to Foundation Skills (LLN): TAELLN422 Use foundation skills resources, strategies and advice	23 July
8	16 July	Classroom	Delivery and Facilitation (DEL): TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	17 Sept
9	23 July	Classroom		
10	30 July	Classroom		
DELIVERY PRESENTATION PREPARATION WEEK – No class on 6 August				
11	13 August	DEL Presentation	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	17 Sept
12	20 August	DEL Presentation		
13	27 August	DEL Presentation		
14	3 September	DEL Presentation		
15	10 September	Classroom	Assessment (ASS): TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	29 Oct
16	17 September	Classroom		
17	24 September	Classroom		
18	1 October	Classroom		
19	8 October	Classroom		
20	15 October	Classroom		
INDEPENDENT STUDY DAY – No class on 22 October				



21	29 October	Zoom	eLearning: TAEDEL405 Plan, organise and facilitate online learning	26 Nov
22	5 November	Zoom		
23	12 November	Zoom		
24	19 November	Zoom	eAssessment: TAEASS404: Assess competence in an online environment	10 Dec
25	26 November	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:	10 Dec 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		