



# TAE40122 Certificate IV in Training and Assessment

Course Code: 251TAEIZN Trainer: Paul Hill

Delivery Mode: Online via Zoom

Class Day & Times: Tuesday & Thursdays – 6.00 pm - 9:30pm Dates: 3 June – 11 December 2025 (50 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	3 June	Zoom	<b>Introduction to VET (PDD):</b> TAE PDD401 Work effectively in the VET sector	26 June
2	5 June	Zoom		
3	10 June	Zoom		
4	12 June	Zoom		
5	17 June	Zoom	<b>Introduction to Training (TTT):</b> BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	24 July
6	19 June	Zoom		
7	24 June	Zoom		
8	26 June	Zoom		
9	1 July	TTT Presentation		
10	3 July	TTT Presentation		
11	8 July	TTT Presentation		
12	10 July	TTT Presentation		
<b>INDEPENDENT STUDY DAY – No class on 15 &amp; 17 July</b>				
13	22 July	Zoom	<b>Introduction to Foundation Skills (LLN):</b> TAE LLN422 Use foundation skills resources, strategies and advice	7 August
14	24 July	Zoom		
15	29 July	Zoom	<b>Delivery and Facilitation (DEL):</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	2 Oct
16	31 July	Zoom		
17	5 August	Zoom		
18	7 August	Zoom		
19	12 August	Zoom		
20	14 August	Zoom		
<b>DELIVERY PRESENTATION PREPARATION WEEK – No class on 19 &amp; 21 August</b>				
21	26 August	DEL Presentation	<b>Delivery and Facilitation:</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	2 Oct
22	28 August	DEL Presentation		
23	2 September	DEL Presentation		
24	4 September	DEL Presentation		
25	9 September	DEL Presentation		
26	11 September	DEL Presentation		
27	16 September	DEL Presentation		
28	18 September	DEL Presentation		



29	23 September	Zoom	<b>Assessment (ASS):</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	<b>13 Nov</b>
30	25 September	Zoom		
31	30 September	Zoom		
32	2 October	Zoom		
33	7 October	Zoom		
34	9 October	Zoom		
35	14 October	Zoom		
36	16 October	Zoom		
37	21 October	Zoom		
38	23 October	Zoom		
39	28 October	Zoom		
40	30 October	Zoom		

**INDEPENDENT STUDY DAY – No class on 4 & 6 November**

41	11 November	Zoom	<b>eLearning:</b> TAEDEL405 Plan, organise and facilitate online learning	<b>11 Dec</b>
42	13 November	Zoom		
43	18 November	Zoom		
44	20 November	Zoom		
45	25 November	Zoom		
46	27 November	Zoom		
47	2 December	Zoom	<b>eAssessment:</b> TAEASS404: Assess competence in an online environment	<b>25 Dec</b>
48	4 December	Zoom		
49	9 December	Zoom		
50	11 December	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>25 Dec 2025</b>

Contact Details			
<b>Email Address</b>	<a href="mailto:msa-monashtraining@monash.edu">msa-monashtraining@monash.edu</a>	<b>Phone Number</b>	03 9905 3180
<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>		