



# TAE40122 Certificate IV in Training and Assessment

Course Code: 251TAEJ Trainer: Sophie Ellis

Delivery Mode: Blended – Classroom & Online via Zoom

Class Day & Times: Tuesdays – 9.00 am - 4:30pm Dates: 10 June – 16 December 2025 (25 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	10 June	Classroom	<b>Introduction to VET (PDD):</b> TAE PDD401 Work effectively in the VET sector	1 July
2	17 June	Classroom		
3	24 June	Classroom	<b>Introduction to Training (TTT):</b> BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	29 July
4	1 July	Classroom		
5	8 July	TTT Presentation		
6	15 July	TTT Presentation		
<b>INDEPENDENT STUDY DAY – No class on 22 July</b>				
7	29 July	Classroom	<b>Introduction to Foundation Skills (LLN):</b> TAE LLN422 Use foundation skills resources, strategies and advice	12 August
8	5 August	Classroom	<b>Delivery and Facilitation (DEL):</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	7 Oct
9	12 August	Classroom		
10	19 August	Classroom		
<b>DELIVERY PRESENTATION PREPARATION WEEK – No class on 26 August</b>				
11	2 September	DEL Presentation	<b>Delivery and Facilitation:</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	7 Oct
12	9 September	DEL Presentation		
13	16 September	DEL Presentation		
14	23 September	DEL Presentation		
15	30 September	Classroom	<b>Assessment (ASS):</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	11 Nov
16	7 October	Classroom		
17	14 October	Classroom		
18	21 October	Classroom		
19	28 October	Classroom		
<b>INDEPENDENT STUDY DAY – No class on 4 November</b>				



20	11 November	Classroom	<b>Assessment (ASS):</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	11 Nov
21	18 November	Zoom	<b>eLearning:</b> TAEDEL405 Plan, organise and facilitate online learning	16 Dec
22	25 November	Zoom		
23	2 December	Zoom		
24	9 December	Zoom	<b>eAssessment:</b> TAEASS404: Assess competence in an online environment	30 Dec
25	16 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>30 Dec 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>		