



# TAE40122 Certificate IV in Training and Assessment

Course Code: 251TAEKZ Trainer: Natasha Brown

Delivery Mode: Online via Zoom

Class Day & Times: Saturdays – 9.00 am - 4:30pm Dates: 14 June 2025 – 7 February 2026 (25 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	14 June	Zoom	<b>Introduction to VET (PDD):</b> TAEPDD401 Work effectively in the VET sector	5 July
2	21 June	Zoom		
3	28 June	Zoom	<b>Introduction to Training (TTT):</b> BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	2 August
4	5 July	Zoom		
5	12 July	TTT Presentation		
6	19 July	TTT Presentation		
<b>INDEPENDENT STUDY DAY – No class on 26 July</b>				
7	2 August	Zoom	<b>Introduction to Foundation Skills (LLN):</b> TAELLN422 Use foundation skills resources, strategies and advice	16 August
8	9 August	Zoom	<b>Delivery and Facilitation (DEL):</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	18 Oct
9	16 August	Zoom		
10	23 August	Zoom		
<b>DELIVERY PRESENTATION PREPARATION WEEK – No class on 30 August</b>				
11	6 September	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	18 Oct
12	13 September	DEL Presentation		
13	20 September	DEL Presentation		
<b>INDEPENDENT STUDY DAY – No class on 27 September (AFL long weekend)</b>				
14	4 October	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	18 Oct
15	11 October	Zoom	<b>Assessment (ASS):</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	6 Dec
16	18 October	Zoom		
17	25 October	Zoom		
<b>INDEPENDENT STUDY DAY – No class on 1 November (Melb Cup weekend)</b>				



18	8 November	Zoom	<b>Assessment (ASS):</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	6 Dec
19	15 November	Zoom		
20	22 November	Zoom		
21	29 November	<b>Zoom</b>	<b>eLearning:</b> TAEDEL405 Plan, organise and facilitate online learning	27 Dec
22	6 December	<b>Zoom</b>		
23	13 December	<b>Zoom</b>		
<b>Break Xmas 14 December till 30 January</b>				
24	31 January	<b>Zoom</b>	<b>eAssessment:</b> TAEASS404: Assess competence in an online environment	21 Feb
25	7 February	<b>Zoom</b>		
<p><b>This timetable and the order of units is subject to change.</b></p> <p>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</p>				

<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>21 Feb 2026</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>		