# Information Booklet

## TAE40122
## Certificate IV in Training and Assessment

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# MSA Training and Professional Development

MSA Training and Professional Development works in collaboration with industry and training specialists to develop programs that are flexible and relevant to industry needs. Our courses are delivered as either classroom-based training or real-time remote training via Zoom. They are taught in a supportive and engaging environment. Throughout your learning journey you will gain a variety of knowledge and skills and be given activities and assessments to complete within the classroom, at home or in your workplace.

The opportunity to study at MSA Training and Professional Development is open to everyone. We encourage people with a disability and people from diverse backgrounds to apply. This booklet will guide you through a range of information relevant to this particular qualification. It is designed to be read in conjunction with the Student Information Handbook so please ensure you read and understand all aspects of both documents prior to enrolling.

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# Why choose MSA Training and Professional Development?

## Continuous Improvement

At MSA Training and Professional Development, we pride ourselves on our dedication to providing high quality training to the public, Monash staff and students and to our private groups. We gain feedback from our students and trainers to ensure we are continuously improving our services and enhancing the learning process for our students.

## Trainers and Assessors

Trainers and Assessors at MSA Training and Professional Development are carefully selected based on their qualifications, experience and knowledge, but also based on their individual teaching style and dedication towards their students. We have built an amazing team of trainers and assessors, and we are very fortunate to have them as part of MSA Training and Professional Development.

## Administration

Our administrative staff are committed to working alongside our students to ensure they are confidently working through their assessments and receiving all the support they need.  As we are a smaller RTO, we have the opportunity to get to know our students and can provide individualised support. MSATPD is part of MSA – a non-profit organisation located at Monash University in Clayton, Victoria. Meaning our aim is to provide a high-quality service, not to make money. The course fees are implemented to cover costs and improve services.

## Support

Support services are available at MSATPD, including one on one tutoring in English and Computer skills, discounted counselling, Disability support, useful study guides, along with a number of other services.  The MSA culture focuses on inclusivity, supporting the LBGTQI+ Community, acknowledging the traditional land owners.

# TAE40122 Certificate IV in Training and Assessment

The TAE40122 Certificate IV in Training and Assessment is a highly sought after qualification as it replaces the superseded TAE40116 qualification. It is intended for a variety of professionals in the Vocational Education and Training (VET) sector as well as workplace trainers and assessors who:

- ✓ **Train individuals and groups**

- ✓ **Assess the competency of learners**

- ✓ **Develop training programs to meet the needs of learners**

- ✓ **Contextualise learning and assessment materials**

- ✓ **Conduct assessment validation**

## This course has been developed to provide skills and knowledge to:

- **Understand adult learning principles and use strategies to engage learners**
- **Work with and use national training packages**
- **Understand the VET sector, regulatory requirements and the relationship between units, qualifications and training packages**
- **Confidently give presentations to groups of students**
- **Design and develop learning programs**
- **Plan, organise and facilitate learning in the workplace**
- **Plan, organise and deliver group-based learning**
- **Plan and conduct assessment**
- **Participate in assessment validation**
- **Identify how to integrate foundation skills to support students with their language, literacy and numeracy needs**

## Assessment methods and requirements

Assessment includes conducting validation and RPL as a team, addressing LLN concerns for students and implementing strategies, planning and presenting training sessions, as well as assessing the competence of students. Part of this qualification involves using your area of expertise as a base for parts of the assessment.

Assessments are to be submitted to your trainer within 2 weeks of the unit/cluster.

# Where can I study this course?

**Online via Zoom** — **Monash Uni Clayton Campus** — **Your workplace for groups of 10+**

**Should you choose a campus intake there are 6 sessions that will be held via Zoom as this is a requirement as part of the eLearning unit.**

# Entry Requirements

You will need to already have skills and vocational experience in the field in which you wish to teach. E.g. To teach 'business' courses you will need a Business qualification along with several years of relevant experience working in business. To teach 'hairdressing' you will need a qualification in hairdressing as well as several years of relevant experience working as a hairdresser. If you do not already have skills and experience in a vocational area then your enrolment in this course will not be accepted.

Students will require a sound understanding of how to navigate computers along with software (Word, PowerPoint), opening and closing documents, saving documents, formatting documents, typing and using the internet for searching and emails. Students who are not confident using computers are welcome to enrol in one of the short computer courses provided by MSA Training and Professional Development.

Students are required to fill out a Language Literacy and Numeracy assessment during the enrolment process. During enrolment students will also undergo a pre-training review which will help make sure this course is right for you and identify any additional support you may need.

# Training and Assessment Skill Sets

**Are you looking for concise, targeted qualifications that offer great value at a more affordable cost than the full TAE40122?**

We offer a variety of skill sets designed to equip you with the practical expertise needed to advance in your career. These skill sets are perfect for those who want to build on their existing knowledge, gain industry-specific qualifications, and take the next step in their professional journey—all at a lower fee and with a streamlined approach. Explore our range of options today and start making meaningful progress toward your career goals!

→ **TAESS00019 Assessor Skill Set**

→ **TAESS00020 Workplace Trainer Skill Set**

→ **TAESS00021 Facilitation Skill Set**

→ **TAESS00023 Online Learning and Assessment Skill Set**

→ **TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set**

→ **TAESS00028 Work Skill Instructor Skill Set**

→ **TAESS00029 Volunteer Trainer Delivery Skill Set**

# This course is suitable for:

- **Those with a vocational background who wish to become trainers and/or assessors within their field of experience. Ideal for those seeking a career change.**
- **Those already working in the training/assessing field but who need formal training and/or a qualification.**
- **Becoming a qualified trainer is an exciting and meaningful career move. Depending on your experience and other qualifications, your career and job outcomes may include:**

✓ **Registered Training Organisation (RTO) Trainer and/or Assessor**

✓ **Vocational Education Teacher**

✓ **TAFE Trainer and/or Assessor**

✓ **University Lecturer**

✓ **Training Consultant**

✓ **Training Needs Analyst**

✓ **Secondary Teachers can become VET in Schools Teachers or VCAL Teachers**

✓ **Enterprise Trainer and/or Assessor**

✓ **Trainer for apprentices /trainees**

## Pathways

**Bachelor of Education**

**A Promotion**

**A New Career**

**Diploma of Vocational Education and Training**

**Associate Degree of Vocational Education and Training**

After achieving this qualification, depending on interests, skills, knowledge and experience, students may undertake higher level qualifications within the TAE training package such as the TAE50122 Diploma of Vocational Education and Training. You may also apply to Monash University for entry into a Bachelor of Education. This qualification can open up a world of possibilities.

# Class and Study Estimated Times

Please use these nominal hours as a guide only, times will vary depending on your learning style, skills and prior knowledge. Those with some experience in training may find they take less time, similarly those who are new to the industry may find the higher end of the times listed will apply.

| Estimated Hours | |
| --- | --- |
| Pre-course reading and research | 10-20 Hours |
| Total Classroom (zoom/f2f) Hours | 175 hours |
| Independent study/reading/research | 80-100 hours (15 hours per week) |
| Additional Support Days | 14 hours |
| Preparation for presentations | 50-70 hours |
| Completion of assessments | 60-80 hours |

# Timetable

The nationally recognised course is studied over 25 daytime sessions (or 50 evening sessions), over an approximate 27-week period. This is followed by a 2-week assessment period.

Attendance on campus is not required during the 2-week assessment period but you will be able to communicate with your trainer during this time or access other support as needed. Assessments are to be submitted 2 weeks after each unit/cluster has concluded and the 2-week assessment period allows for amendments and resubmissions.

We have a variety of timetables from which to choose. Please refer to the website for details.

# Assessments

Assessments include written theory questions, reflective tasks, practical activities and hands-on tasks (e.g. giving presentations in/ out of class). Wherever possible, the focus is on working with tasks and templates that are used in real-world situations in the workplace. For example, creating a session plan. A timetable will be given out on the first day of class which will include assessment due dates. Please refer to the student handbook regarding assessment and extension processes.



# Materials and requirements

Students will need access to a computer with Microsoft Word, internet access and a printer for the purposes of research and completing assessments. If you do not have access to a computer, please talk to us about accessing a computer on campus.

Students will need to provide their own:

- Pens & pencils
- Paper or notebook
- Materials, props or equipment for use during presentations in class
- Laptop. Having a laptop in class will allow you to conduct internet research and type up your assessments into the templates we provide. This will save you from having to do this at home.

For online courses/ units, you will need access to a computer which has video/audio capability, internet access and a web browser. Learner manuals, assessment booklets and handouts will be provided throughout the course and are included in the cost of the course. For an enhanced learning experience, it is strongly recommended to use a second monitor while studying this course via Zoom, as it will provide greater convenience and flexibility.

# Course Syllabus

| Order of Cluster Delivery | Unit of Competency | What you will learn |
|---|---|---|
| 1. Introduction to VET (PDD) Cluster | TAEPDD401 Work effectively in the VET sector | • Interpret VET policy context<br>• Operate within VET delivery and compliance frameworks<br>• Work effectively with vocational learners<br>• Plan to improve own professional practice |
| 2. Introduction to Training (TTT) Cluster | BSBCMM411 Make presentations* | • Prepare a presentation<br>• Deliver a presentation<br>• Review the presentation |
| | TAEDEL311 Provide work skill instruction* | • Organise instruction and demonstration<br>• Conduct instruction and demonstration<br>• Check training performance<br>• Review training performance |
| 3. Introduction to Foundation Skills (LLN) Cluster | TAELLN422 Use foundation skills resources, strategies and advice* | • Analyse LLN requirements<br>• Select and use resources and strategies to address LLN skill requirements<br>• Use specialist LLN support where required<br>• Evaluate effectiveness of learning support and assessment strategies in addressing LLN requirements |
| 4. Assessment (ASS) Cluster | TAEDES411 Use nationally recognised training products to meet vocational needs | • Prepare to use nationally recognised training products<br>• Analyse nationally recognised training products<br>• Apply and evaluate selected nationally recognised training products |
| | TAEASS412 Assess competence | • Pylan and prepare to conduct assessment<br>• Customise assessment processes<br>• Prepare candidates<br>• Collect evidence<br>• Make assessment judgement<br>• Review assessment practice |

| | | |
|---|---|---|
| **4. Assessment (ASS) Cluster (cont.)** | **TAEASS413 Participate in assessment validation** | • **Prepare for validation activities**<br>• **Participate in assessment validation**<br>• **Contribute to validation outcomes** |
| **5. Delivery and Facilitation (DEL) Cluster** | **TAEDES412 Design and develop plans for vocational training** | • **Plan vocational training**<br>• **Design a plan for vocational training**<br>• **Develop session plans for vocational training** |
| | **TAEDEL411 Facilitate vocational training** | • **Plan and prepare for vocational training**<br>• **Customise vocational training**<br>• **Deliver face-to-face vocational training**<br>• **Support individual and group learning**<br>• **Review training practice** |
| | **TAEDEL412 Facilitate workplace-based learning*** | • **Prepare to facilitate workplace-based learning**<br>• **Develop plan for workplace-based learning**<br>• **Establish the learning relationship**<br>• **Implement workplace-based learning**<br>• **Develop the learning relationship**<br>• **Close and evaluate the workplace-based learning** |
| **6. Online Learning Cluster (OLA)** | **TAEASS404 Assess competence in an online environment*** | • **Prepare to assess in an online environment**<br>• **Administer online assessment**<br>• **Make assessment decision of evidence submitted online**<br>• **Finalise online assessment process** |
| | **TAEDEL405 Plan, organise and facilitate online learning*** | • **Plan and organise online learning environment for delivery of synchronous and asynchronous learning activities**<br>• **Introduce and establish online learning**<br>• **Facilitate online learning**<br>• **Support online learning** |

**This qualification contains 12 units of competency, consisting of 6 core and 6 elective*.**

# Recognition of Prior Learning (RPL)

RPL is an assessment process that can give you an opportunity to gain formal recognition—i.e. a qualification or statement of attainment— for knowledge and skills you have attained through informal learning, work and life experiences. If you think you may be able to gain RPL for any of the TAE40122 units, please speak to us to request an RPL Information Handout. Note that RPL is a rigorous, evidence-based form of assessment so you will need to be able to supply evidence for any units for which you are applying for RPL.

# Credit Transfers (CT)

Credit Transfer is a process used to recognise qualifications and Statements of Attainment issued by another RTO or TAFE. If you have successfully completed any of the units in the course in which you are enrolling, or their equivalent, you may be eligible for credit transfer. Where credit transfer is granted you will be considered to have already successfully completed the unit(s), and will not have to participate in training or assessment activities for that unit(s).

In determining where credit transfer may be granted, MSA Training and Professional Development must be confident of the currency of the applicant's knowledge. In fields where practice/technology is changing rapidly, credit transfer may not be granted where knowledge of unit(s) has dated. MSA Training and Professional Development will recognise AQF qualifications and Statements of Attainment issued by any RTO.

# Fees 2025

| | Government Funded | | Non-Funded | |
|---|---|---|---|---|
| Aboriginal or Torres Strait Islander (Materials Fee only) | Full | Concession | Full | Concession |
| $370.00 | $3,148.75 | $925.75 | $5,462.00 | $5,167.50 |

**Payment plans are available.**

**Skills First funding is available for Australian/New Zealand citizens or permanent residents living in Victoria and who:**

- Have not already commenced two Skills First subsidised qualifications this year; AND
- Are not already studying two other Skills First subsidised qualifications at the same time
- Are aged 17 years or older

**Contact us to discuss your eligibility or more information can be found here: www.skills.vic.gov.au/s/how-to-check-your-eligibility**

# Unique Student Identifier (USI)

A USI is your individual education number for life. It also gives you an online record of your vocational education and training (VET) undertaken in Australia. You will need to create your USI before you train with us and provide it to us on enrolment. Store this number somewhere safe and each time you do training with us or another organisation that offers nationally accredited training you will need to supply this USI each time you register.

If you do wish to enrol with us you can find more information and create a USI at the following website. www.usi.gov.au

# How to Enrol

All enrolments are to be done online.

- Make sure you have read and understood all the information in the student handbook and in this course information booklet and ensure you meet the pre-requisites or other conditions of enrolment (Student Handbook is located on our website)
- Create a USI (Unique Student Identifier) through www.usi.gov.au
- Complete the enrolment form via our website
- Once the enrolment form has been completed, you will be sent an email to create an account on our student portal to complete a language, literacy and numeracy assessment, pre-training review and Skills First funding declaration form
- Send through your Medicare card or Australian/NZ birth certificate; or formal documentation confirming permanent residence.
- If you are applying for a Concession rate; submit any relevant concession cards such as healthcare cards or pension cards.
- Once you have submitted the required documents, our team will be in touch to discuss your application and finalise your enrolment.

# Notable programs and departments within MSA:

→ **Period positivity –** providing free feminine hygiene products

→ **MSA's Indigenous department** – providing support to all Aboriginals and Torres Strait Islanders throughout their studies.

→ **MSA Women's department** - creating a safe campus where you feel a sense of belonging.

→ **MSA Disabilities and Carers Department** – advocating for the needs of students with disabilities and student carers at Monash Clayton

→ **MSA Queer department** – Supporting all queer identifying and questioning individuals at Monash

→ **Gender Affirmation at MSA -** In 2022, MSA introduced Establishing Gender Affirmation leave where specific leave options are available for any MSA staff considering gender transition.

→ **MSATPD Mental Health Resources –** Free resources to assist anyone struggling with mental health conditions.
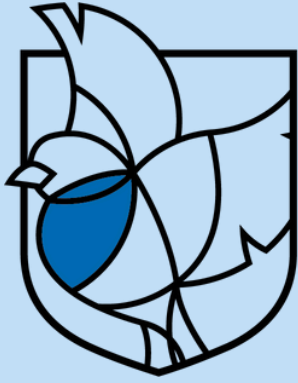
# MONASH STUDENT ASSOCIATION
# Training and Professional Development

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