



# TAE40122 Certificate IV in Training and Assessment

Course Code: 241TAEHZ Trainer: Tanya Lee-Cox

Delivery Mode: Online via Zoom

Class Day & Times: Thursday – 9.00 am - 4:30pm Dates: 2 May – 14 November 2024 (25 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	2 May	Zoom	<b>Introduction to Training:</b> BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	30 May
2	9 May	Zoom		
3	16 May	Zoom		
4	23 May	Zoom	<b>Introduction to VET:</b> TAEPPD401 Work effectively in the VET sector	13 June
5	30 May	Zoom		
Break Day 6 June				
6	13 June	Zoom	<b>Introduction to Foundation Skills (LLN):</b> TAEELL422 Use foundation skills resources, strategies and advice	4 July
7	20 June	Zoom		
8	27 June	Zoom	<b>Assessment:</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	15 August
9	4 July	Zoom		
10	11 July	Zoom		
11	18 July	Zoom		
Break Day 25 July				
12	1 August	Zoom	<b>Assessment:</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	15 August
13	8 August	Zoom	<b>Delivery and Facilitation:</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	10 October
14	15 August	Zoom		
15	22 August	Zoom		
DELIVERY PRESENTATION PREPARATION WEEK – No class on 29 August				
16	5 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	10 October
17	12 September	DEL Presentation		
18	19 September	DEL Presentation		
19	26 September	DEL Presentation		
20	3 October	Zoom	<b>eAssessment:</b> TAEASS404: Assess competence in an online environment	24 October
21	10 October	Zoom		
Break Day 17 October				



22	24 October	Zoom	<b>eLearning:</b> TAEDEL405 Plan, organise and facilitate online learning	<b>28 November</b>
23	31 October	Zoom		
24	7 November	Zoom		
25	14 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

<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>28 November 2024</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>		