



# TAE40122 Certificate IV in Training and Assessment

**Course Code:** 241TAEIZN **Trainer:** Alan Maguire **Delivery Mode:** Online via Zoom

**Class Day & Times:** Monday & Wednesday – 6.00 pm - 9:30pm **Dates:** 20 May – 4 December 2024 (50 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	20 May	Zoom	<b>Introduction to Training:</b> BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	19 June
2	22 May	Zoom		
3	27 May	Zoom		
4	29 May	Zoom		
5	3 June	Zoom		
6	5 June	Zoom		
Break Days 10 & 12 June				
7	17 June	Zoom	<b>Introduction to VET:</b> TAEPPD401 Work effectively in the VET sector	10 July
8	19 June	Zoom		
9	24 June	Zoom		
10	26 June	Zoom		
11	1 July	Zoom	<b>Introduction to Foundation Skills (LLN):</b> TAE LLN422 Use foundation skills resources, strategies and advice	24 July
12	3 July	Zoom		
13	8 July	Zoom		
14	10 July	Zoom		
15	15 July	Zoom	<b>Assessment:</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	4 September
16	17 July	Zoom		
Break Days 22 & 24 July				
17	29 July	Zoom	<b>Assessment:</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	4 September
18	31 July	Zoom		
19	5 August	Zoom		
20	7 August	Zoom		
21	12 August	Zoom		
22	14 August	Zoom		
23	19 August	Zoom		
24	21 August	Zoom		
25	26 August	Zoom	<b>Delivery and Facilitation:</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	30 October
26	28 August	Zoom		
27	2 September	Zoom		
28	4 September	Zoom		
29	9 September	Zoom		
30	11 September	Zoom		
DELIVERY PRESENTATION PREPARATION WEEK – No classes on 16 & 18 September				
31	23 September	DEL Presentation	Delivery and Facilitation:	
32	25 September	DEL Presentation		



33	30 September	DEL Presentation	TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	30 October
34	2 October	DEL Presentation		
35	7 October	DEL Presentation		
36	9 October	DEL Presentation		
37	14 October	DEL Presentation		
38	16 October	DEL Presentation		
39	21 October	Zoom	<b>eAssessment:</b> TAEASS404: Assess competence in an online environment	13 November
40	23 October	Zoom		
41	28 October	Zoom		
42	30 October	Zoom		
<b>Break Days 4 &amp; 6 November</b>				
43	11 November	Zoom	<b>eLearning:</b> TAEDEL405 Plan, organise and facilitate online learning	18 December
44	13 November	Zoom		
45	18 November	Zoom		
46	20 November	Zoom		
47	25 November	Zoom		
48	27 November	Zoom		
49	2 December	Zoom		
50	4 December	Zoom		
<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>18 December 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>		