



# TAE40122 Certificate IV in Training and Assessment

Course Code: 241TAEI Trainer: Melanie Evangelista

Delivery Mode: Blended – Classroom & Online via Zoom sessions

Class Day & Times: Thursday – 9.00 am - 4:30pm Dates: 13 June – 19 December 2024 (25 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	13 June	Classroom	<b>Introduction to Training:</b> BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	11 July
2	20 June	Classroom		
3	27 June	Classroom		
4	4 July	Classroom	<b>Introduction to VET:</b> TAEPPD401 Work effectively in the VET sector	25 July
5	11 July	Classroom		
Break Day 18 July				
6	25 July	Classroom	<b>Introduction to Foundation Skills (LLN):</b> TAEELN422 Use foundation skills resources, strategies and advice	15 Aug
7	1 August	Classroom		
8	8 August	Classroom	<b>Assessment:</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	19 Sept
9	15 August	Classroom		
10	22 August	Classroom		
11	29 August	Classroom		
12	5 September	Classroom		
13	12 September	Classroom	<b>Delivery and Facilitation:</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	14 Nov
14	19 September	Classroom		
15	26 September	Classroom		
DELIVERY PRESENTATION PREPARATION WEEK – No class on 3 October				
16	10 October	DEL Presentation	<b>Delivery and Facilitation:</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	14 Nov
17	17 October	DEL Presentation		
18	24 October	DEL Presentation		
19	31 October	DEL Presentation		
Break Day 7 November				
20	14 November	Zoom	<b>eAssessment:</b> TAEASS404: Assess competence in an online environment	5 Dec
21	21 November	Zoom		
22	28 November	Zoom	<b>eLearning:</b> TAEDEL405 Plan, organise and facilitate online learning	2 Jan
23	5 December	Zoom		
24	12 December	Zoom		
25	19 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>2 January 2025</b>

Contact Details			
<b>Email Address</b>	<a href="mailto:msa-monashtraining@monash.edu">msa-monashtraining@monash.edu</a>	<b>Phone Number</b>	03 9905 3180
<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>		