



TAE40122 Certificate IV in Training and Assessment

Course Code: 242TAEAZ Trainer: Tanya Lee-Cox

Delivery Mode: Online via Zoom

Class Day & Times: Tuesdays – 9.00 am - 4:30pm Dates: 9 July 2024 – 4 March 2025 (25 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	9 July	Zoom	Introduction to Training: BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	13 August
2	16 July	Zoom		
Break Day 23 July				
3	30 July	Zoom	Introduction to Training: BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	13 August
4	6 August	Zoom	Introduction to VET: TAEPDD401 Work effectively in the VET sector	27 August
5	13 August	Zoom		
Break Day 20 August				
6	27 August	Zoom	Introduction to Foundation Skills (LLN): TAEELL422 Use foundation skills resources, strategies and advice	17 September
7	3 September	Zoom		
8	10 September	Zoom	Assessment: TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	22 October
9	17 September	Zoom		
10	24 September	Zoom		
11	1 October	Zoom		
12	8 October	Zoom		
Break Day 15 October				
13	22 October	Zoom	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	31 December
14	29 October	Zoom		
Break Day 5 November				
15	12 November	Zoom	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	31 December
DELIVERY PRESENTATION PREPARATION WEEK – No class on 19 November				
16	26 November	DEL Presentation	Delivery and Facilitation:	



17	3 December	DEL Presentation	TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	31 December
18	10 December	DEL Presentation		
19	17 December	DEL Presentation		
Break Xmas 18 December till 27 January				
20	28 January	Zoom	eAssessment: TAEASS404: Assess competence in an online environment	18 February
21	4 February	Zoom		
22	11 February	Zoom	eLearning: TAEDEL405 Plan, organise and facilitate online learning	18 March
23	18 February	Zoom		
24	25 February	Zoom		
25	4 March	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				

Total Classroom time:	175 hours (excludes lunch breaks)	Suggested homework per week:	15 hours
Work Placement hours:	N/A	Final Assessment Due date:	18 March 2025

Contact Details			
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Support Services	www.msatraining.edu.au/support-services/	Parking Information	www.monash.edu/people/transport-parking/parking/visitors
Zoom Information	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: https://youtu.be/DDdDspdg21o		