



# TAE40122 Certificate IV in Training and Assessment

Course Code: 242TAEBZN

Trainer: Paul Hill

Delivery Mode: Online via Zoom

Class Day & Times: Tuesday & Thursday evenings – 6.00 pm - 9:30pm Dates: 23 July 2024 – 27 March 2025 (50 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	23 July	Zoom	<b>Introduction to Training:</b> BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	<b>22 August</b>
2	25 July	Zoom		
3	30 July	Zoom		
4	1 August	Zoom		
5	6 August	Zoom		
6	8 August	Zoom		
7	13 August	Zoom	<b>Introduction to VET:</b> TAEPDD401 Work effectively in the VET sector	<b>5 September</b>
8	15 August	Zoom		
9	20 August	Zoom		
10	22 August	Zoom		
<b>Break Days 27 &amp; 29 August</b>				
11	3 September	Zoom	<b>Introduction to Foundation Skills (LLN):</b> TAELLN422 Use foundation skills resources, strategies and advice	<b>26 September</b>
12	5 September	Zoom		
13	10 September	Zoom		
14	12 September	Zoom		
15	17 September	Zoom	<b>Assessment:</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	<b>31 October</b>
16	19 September	Zoom		
17	24 September	Zoom		
18	26 September	Zoom		
19	1 October	Zoom		
20	3 October	Zoom		
21	8 October	Zoom		
22	10 October	Zoom		
23	15 October	Zoom		
24	17 October	Zoom		
<b>Break Days 22 &amp; 24 October</b>				
25	29 October	Zoom	<b>Delivery and Facilitation:</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	<b>20 February</b>
26	31 October	Zoom		
<b>Break Days 5 &amp; 7 November</b>				
27	12 November	Zoom	<b>Delivery and Facilitation:</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	<b>20 February</b>
28	14 November	Zoom		
29	19 November	Zoom		
30	21 November	Zoom		
<b>DELIVERY PRESENTATION PREPARATION WEEK – No classes on 26 &amp; 28 November</b>				



31	3 December	DEL Presentation	<b>Delivery and Facilitation:</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	20 February
32	5 December	DEL Presentation		
33	10 December	DEL Presentation		
34	12 December	DEL Presentation		
35	17 December	DEL Presentation		
Break Xmas 18 December till 29 January				
36	30 January	DEL Presentation	<b>Delivery and Facilitation:</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	20 February
37	4 February	DEL Presentation		
38	6 February	DEL Presentation		
39	11 February	Zoom	<b>eAssessment:</b> TAEASS404: Assess competence in an online environment	6 March
40	13 February	Zoom		
41	18 February	Zoom		
42	20 February	Zoom		
Break Days 25 & 27 February				
43	4 March	Zoom	<b>eLearning:</b> TAEDEL405 Plan, organise and facilitate online learning	10 April
44	6 March	Zoom		
45	11 March	Zoom		
46	13 March	Zoom		
47	18 March	Zoom		
48	20 March	Zoom		
49	25 March	Zoom		
50	27 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				

<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>10 April 2025</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/DDdDspdg21o">https://youtu.be/DDdDspdg21o</a>		