



TAE40122 Certificate IV in Training and Assessment

Course Code: 242TAEDZ Trainer: Vicky Sanos

Delivery Mode: Online via Zoom

Class Day & Times: Saturdays – 9.00 am - 4:30pm Dates: 7 September 2024 – 17 May 2025 (25 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	7 September	Zoom	Introduction to Training: BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	5 Oct
2	14 September	Zoom		
3	21 September	Zoom		
Break Day 28 September				
4	5 October	Zoom	Introduction to VET: TAEPDD401 Work effectively in the VET sector	26 Oct
5	12 October	Zoom		
6	19 October	Zoom	Introduction to Foundation Skills (LLN): TAELLN422 Use foundation skills resources, strategies and advice	9 Nov
7	26 October	Zoom		
Break Day 2 November				
8	9 November	Zoom	Assessment: TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	21 Dec
9	16 November	Zoom		
10	23 November	Zoom		
11	30 November	Zoom		
12	7 December	Zoom		
13	14 December	Zoom	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	5 April
Break Xmas 15 December till 31 January				
14	1 February	Zoom	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	5 April
15	8 February	Zoom		
DELIVERY PRESENTATION PREPARATION WEEK – No class on 15 February				
16	22 February	DEL Presentation	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	5 April



17	1 March	DEL Presentation	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	5 April
Break Day 8 March				
18	15 March	DEL Presentation	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	5 April
19	22 March	DEL Presentation		
20	29 March	Zoom		
21	5 April	Zoom	eAssessment: TAEASS404: Assess competence in an online environment	19 April
22	12 April	Zoom	eLearning: TAEDEL405 Plan, organise and facilitate online learning	31 May
Break Days 19 & 26 April				
23	3 May	Zoom	eLearning: TAEDEL405 Plan, organise and facilitate online learning	31 May
24	10 May	Zoom		
25	17 May	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:	31 May 2025

Contact Details			
Email Address	msa-monashtraining@monash.edu	Phone Number	03 9905 3180
Office Address	Room 1.59, Level 1, 21 Chancellors Walk Monash University, Clayton Campus 3800	Classroom Address	7 Innovation Walk Monash University Clayton Campus 3800
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		