



# TAE40122 Certificate IV in Training and Assessment

Course Code: 242TAE EZ Trainer: Paul Hill

Delivery Mode: Online via Zoom

Class Day & Times: Mondays – 9.00 am - 4:30pm Dates: 23 September 2024 – 26 May 2025 (25 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	23 September	Zoom	<b>Introduction to VET (PDD):</b> TAEPDD401 Work effectively in the VET sector	7 Oct
2	30 September	Zoom	<b>Introduction to Training (TTT):</b> BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	4 Nov
3	7 October	Zoom		
4	14 October	TTT Presentation		
5	21 October	TTT Presentation		
6	28 October	Zoom	<b>Introduction to Foundation Skills (LLN):</b> TAELLN422 Use foundation skills resources, strategies and advice	11 Nov
INDEPENDENT STUDY DAY 4 November				
7	11 November	Zoom	<b>Delivery and Facilitation (DEL):</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	3 March
8	18 November	Zoom		
9	25 November	Zoom		
DELIVERY PRESENTATION PREPARATION WEEK – No class on 2 December				
10	9 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	3 March
Break Xmas 10 December till 2 February				
11	3 February	DEL Presentation	<b>Delivery and Facilitation:</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	3 March
12	10 February	DEL Presentation		
13	17 February	DEL Presentation		
14	24 February	Zoom	<b>Assessment (ASS):</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	21 April
15	3 March	Zoom		



### INDEPENDENT STUDY DAY 10 March

16	17 March	Zoom	<b>Assessment (ASS):</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	21 April
17	24 March	Zoom		
18	31 March	Zoom		
19	7 April	Zoom		
20	14 April	Zoom	<b>eLearning:</b> TAEDEL405 Plan, organise and facilitate online learning	26 May

### INDEPENDENT STUDY DAY 21 April

21	28 April	Zoom	<b>eLearning:</b> TAEDEL405 Plan, organise and facilitate online learning	26 May
22	5 May	Zoom		
23	12 May	Zoom		
24	19 May	Zoom	<b>eAssessment:</b> TAEASS404: Assess competence in an online environment	9 June
25	26 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

<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>9 June 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/DDdDspdq21o">https://youtu.be/DDdDspdq21o</a>		