



TAE40122 Certificate IV in Training and Assessment

Course Code: 242TAEFZN Trainer: Melanie Evangelista

Delivery Mode: Online via Zoom

Class Day & Times: Mondays & Wednesdays – 6.00 pm - 9:30pm Dates: 14 October 2024 – 2 July 2025 (50 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	14 October	Zoom	Introduction to VET (PDD): TAEPDD401 Work effectively in the VET sector	30 Oct
2	16 October	Zoom		
3	21 October	Zoom		
4	23 October	Zoom	Introduction to Training (TTT): BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	4 Dec
5	28 October	Zoom		
6	30 October	Zoom		
INDEPENDENT STUDY DAY 4 & 6 November				
7	11 November	TTT Presentation	Introduction to Training (TTT): BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	4 Dec
8	13 November	TTT Presentation		
9	18 November	TTT Presentation		
10	20 November	TTT Presentation		
11	25 November	Zoom	Introduction to Foundation Skills (LLN): TAELLN422 Use foundation skills resources, strategies and advice	11 Dec
12	27 November	Zoom		
INDEPENDENT STUDY DAY 2 & 4 December				
13	9 December	Zoom	Delivery and Facilitation (DEL): TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	19 March
14	11 December	Zoom		
15	16 December	Zoom		
16	18 December	Zoom		
Break Xmas 19 December till 2 February (DEL PREPARATION DURING BREAK)				
17	3 February	Zoom	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	19 March
18	5 February	Zoom		
19	10 February	DEL Presentation		
20	12 February	DEL Presentation		
21	17 February	DEL Presentation		
22	19 February	DEL Presentation		
23	24 February	DEL Presentation		
24	26 February	DEL Presentation		
25	3 March	DEL Presentation		
26	5 March	DEL Presentation		



INDEPENDENT STUDY DAYS 10, 12, 17 & 19 March (Trainer Away)				
27	24 March	Zoom	Assessment (ASS): TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	28 May
28	26 March	Zoom		
29	31 March	Zoom		
30	2 April	Zoom		
31	7 April	Zoom		
32	9 April	Zoom		
33	14 April	Zoom		
INDEPENDENT STUDY DAYS 16, 21, 23 & 28 April (Trainer Away)				
34	30 April	Zoom	Assessment (ASS): TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	28 May
35	5 May	Zoom		
36	7 May	Zoom		
37	12 May	Zoom		
38	14 May	Zoom		
39	19 May	Zoom	eLearning: TAEDEL405 Plan, organise and facilitate online learning	2 July
40	21 May	Zoom		
41	26 May	Zoom		
42	28 May	Zoom		
43	2 June	Zoom		
44	4 June	Zoom		
INDEPENDENT STUDY DAYS 9 & 11 June				
45	16 June	Zoom	eLearning: TAEDEL405 Plan, organise and facilitate online learning	2 July
46	18 June	Zoom		
47	23 June	Zoom	eAssessment: TAEASS404: Assess competence in an online environment	16 July
48	25 June	Zoom		
49	30 June	Zoom		
50	2 July	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:	16 July 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/DDdDspdq21o		