



## 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	<b>Introduction to Training:</b> BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	13 Nov
2	16 October	Zoom		
3	21 October	Zoom		
4	23 October	Zoom		
5	28 October	Zoom		
6	30 October	Zoom		
Break Days 4 & 6 November				
7	11 November	Zoom	<b>Introduction to VET:</b> TAEPDD401 Work effectively in the VET sector	4 Dec
8	13 November	Zoom		
9	18 November	Zoom		
10	20 November	Zoom		
11	25 November	Zoom	<b>Introduction to Foundation Skills (LLN):</b> TAE LLN422 Use foundation skills resources, strategies and advice	18 Dec
12	27 November	Zoom		
13	2 December	Zoom		
14	4 December	Zoom		
15	9 December	Zoom	<b>Assessment:</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	5 Mar
16	11 December	Zoom		
17	16 December	Zoom		
18	18 December	Zoom		
Break Xmas 19 December till 2 February				
19	3 February	Zoom	<b>Assessment:</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	5 Mar
20	5 February	Zoom		
21	10 February	Zoom		
22	12 February	Zoom		
23	17 February	Zoom		
24	19 February	Zoom		
25	24 February	Zoom	<b>Delivery and Facilitation:</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	28 May
26	26 February	Zoom		
27	3 March	Zoom		
28	5 March	Zoom		
Break Days 10, 12, 17 & 19 March (Labour Day & trainer away)				
29	24 March	Zoom	<b>Delivery and Facilitation:</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	28 May
30	26 March	Zoom		
DELIVERY PRESENTATION PREPARATION WEEK – No classes on 31 March & 2 April				
31	7 April	DEL Presentation	<b>Delivery and Facilitation:</b>	28 May
32	9 April	DEL Presentation		



33	14 April	DEL Presentation	TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	28 May
Break Days 16, 21, 23 & 28 April (Easter & trainer away)				
34	30 April	DEL Presentation	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	28 May
35	5 May	DEL Presentation		
36	7 May	DEL Presentation		
37	12 May	DEL Presentation		
38	14 May	DEL Presentation		
39	19 May	Zoom	eAssessment: TAEASS404: Assess competence in an online environment	11 June
40	21 May	Zoom		
41	26 May	Zoom		
42	28 May	Zoom		
43	2 June	Zoom	eLearning: TAEDEL405 Plan, organise and facilitate online learning	16 July
44	4 June	Zoom		
Break Days 9 & 11 June				
45	16 June	Zoom	eLearning: TAEDEL405 Plan, organise and facilitate online learning	16 July
46	18 June	Zoom		
47	23 June	Zoom		
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				

<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>16 July 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>		