



TAE40122 Certificate IV in Training and Assessment

Course Code: 242TAEG Trainer: Sophie Ellis

Delivery Mode: Blended – Classroom & Online via Zoom sessions

Class Day & Times: Wednesdays – 9.00 am - 4:30pm Dates: 6 November 2024 – 18 June 2025 (25 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	6 November	Classroom	Introduction to VET (PDD): TAEPPDD401 Work effectively in the VET sector	20 Nov
2	13 November	Classroom	Introduction to Training (TTT): BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	18 Dec
3	20 November	Classroom		
4	27 November	TTT Presentation		
5	4 December	TTT Presentation		
INDEPENDENT STUDY DAY 11 December				
6	18 December	Classroom	Introduction to Foundation Skills (LLN): TAE LLN422 Use foundation skills resources, strategies and advice	1 Jan
Break Xmas 19 December till 28 January				
7	29 January	Classroom	Delivery and Facilitation (DEL): TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	2 April
8	5 February	Classroom		
9	12 February	Classroom		
DELIVERY PRESENTATION PREPARATION WEEK – No class on 19 February				
10	26 February	DEL Presentation	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	2 April
11	5 March	DEL Presentation		
12	12 March	DEL Presentation		
13	19 March	DEL Presentation		
14	26 March	Classroom	Assessment (ASS): TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	21 May
15	2 April	Classroom		
16	9 April	Classroom		
17	16 April	Classroom		
INDEPENDENT STUDY DAY 23 April				
18	30 April	Classroom	Assessment (ASS): TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	21 May
19	7 May	Classroom		



20	14 May	Zoom	eLearning: TAEDEL405 Plan, organise and facilitate online learning	18 June
21	21 May	Zoom		
22	28 May	Zoom		
23	4 June	Zoom		
24	11 June	Zoom	eAssessment: TAEASS404: Assess competence in an online environment	2 July
25	18 June	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:	2 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/DDdDspdg21o		