



TAE40122 Certificate IV in Training and Assessment

Course Code: 242TAEI **Trainer:** Melanie Evangelista

Delivery Mode: Blended – Classroom & Online via Zoom sessions

Class Day & Times: Saturdays – 9.00 am - 4:30pm **Dates:** 7 December 2024 – 16 August 2025 (25 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	7 December	Classroom	Introduction to Training: BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	15 Feb
2	14 December	Classroom		
Break Xmas 15 December till 31 January				
3	1 February	Classroom	Introduction to Training: BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	15 Feb
4	8 February	Classroom	Introduction to VET: TAEPDD401 Work effectively in the VET sector	1 March
5	15 February	Classroom		
6	22 February	Classroom	Introduction to Foundation Skills (LLN): TAELLN422 Use foundation skills resources, strategies and advice	15 March
7	1 March	Classroom		
Break Day 8 & 15 March				
8	22 March	Classroom	Assessment: TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	17 May
9	29 March	Classroom		
10	5 April	Classroom		
11	12 April	Classroom		
Break Days 19 & 26 April				
12	3 May	Classroom	Assessment: TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	17 May
13	10 May	Classroom	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	19 July
14	17 May	Classroom		
15	24 May	Classroom		
DELIVERY PRESENTATION PREPARATION WEEK – No class on 31 May & 7 June (King’s Bday)				
16	14 June	DEL Presentation	Delivery and Facilitation: TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	19 July
17	21 June	DEL Presentation		
18	28 June	DEL Presentation		
19	5 July	DEL Presentation		



20	12 July	Zoom	eAssessment: TAEASS404: Assess competence in an online environment	2 Aug
21	19 July	Zoom		
22	26 July	Zoom	eLearning: TAEDEL405 Plan, organise and facilitate online learning	30 Aug
23	2 August	Zoom		
24	9 August	Zoom		
25	16 August	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:	30 August 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		