



# TAE40122 Certificate IV in Training and Assessment

**Course Code:** 242TAESAT **Trainer:** Jye Marshall

**Delivery Mode:** Blended – Classroom & Online via Zoom sessions

**Class Day & Times:** Saturdays – 9.00 am - 4:30pm **Dates:** 21 September 2024 – 31 May 2025 (25 sessions)

Session	Date	Delivery Mode	Units Covered	Assessment Due Date
1	21 September	Classroom	<b>Introduction to Training:</b> BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	26 Oct
Break Day 28 September				
2	5 October	Classroom	<b>Introduction to Training:</b> BSBCMM411 Make presentations TAEDEL311 Provide work skill instruction	26 Oct
3	12 October	Classroom		
4	19 October	Classroom	<b>Introduction to VET:</b> TAEPDD401 Work effectively in the VET sector	9 Nov
5	26 October	Classroom		
Break Day 2 November				
6	9 November	Classroom	<b>Introduction to Foundation Skills (LLN):</b> TAELLN422 Use foundation skills resources, strategies and advice	30 Nov
7	16 November	Classroom		
8	23 November	Classroom	<b>Assessment:</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	15 Feb
9	30 November	Classroom		
10	7 December	Classroom		
11	14 December	Classroom		
Xmas break – 15 December till 31 January				
12	1 February	Classroom	<b>Assessment:</b> TAEDES411 Use nationally recognised training products to meet vocational training needs TAEASS412 Assess competence TAEASS413 Participate in assessment validation	15 Feb
13	8 February	Classroom	<b>Delivery and Facilitation:</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	19 Apr
14	15 February	Classroom		
15	22 February	Classroom		



DELIVERY PRESENTATION PREPARATION WEEK – no class on 1 & 8 March				
16	15 March	DEL Presentation	<b>Delivery and Facilitation:</b> TAEDES412 Design and develop plans for vocational training TAEDEL411 Facilitate vocational training TAEDEL412 Facilitate workplace-based training	19 Apr
17	22 March	DEL Presentation		
18	29 March	DEL Presentation		
19	5 April	DEL Presentation		
20	12 April	Zoom	<b>eAssessment:</b> TAEASS404: Assess competence in an online environment	17 May
Break Days 19 & 26 April				
21	3 May	Zoom	<b>eAssessment:</b> TAEASS404: Assess competence in an online environment	17 May
22	10 May	Zoom	<b>eLearning:</b> TAEDEL405 Plan, organise and facilitate online learning	14 Jun
23	17 May	Zoom		
24	24 May	Zoom		
25	31 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>14 June 2025</b>

<b>Contact Details</b>			
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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>		