



RTO 21526

MONASH STUDENT ASSOCIATION

Training and Professional
Development

Information Booklet

TAE40122

Certificate IV in Training and
Assessment

msa-monashtraining@monash.edu

www.msatraining.edu.au

(03) 9905 3180



Contents

MSA Training and Professional Development	3
Program Information	3
Contacts	3
Why choose MSA Training and Professional Development?.....	4
TAE40122 Certificate IV in Training and Assessment	5
Where can I study this course?.....	6
Entry requirements.....	6
Pathways.....	7
Timetable	7
Studying online via Zoom.....	8
Class and study estimated times	8
Course syllabus	9
Recognition of Prior Learning (RPL)	10
Credit Transfers (CT)	10
Assessments.....	11
Materials and Requirements	11
Learners rights	11
Unique Student Identifier	12
RTO Cessation	12
Fees	12
Austudy / Abstudy approved	Error! Bookmark not defined.
Refunds and Transfers	12
Study Loans	12
Government Funding.....	13
Additional fees	13
Payment plans.....	14
How to enrol	15

MSA Training and Professional Development

MSA Training and Professional Development is a not-for-profit Registered Training Organisation (RTO) at Monash University, Clayton campus. Our courses are open to all, not just Monash students and staff. We are recognised for our high standards in student services, facilities and specialised training programs. We have strong links with industry and utilise highly experienced, professional teaching staff.

We are a prestigious provider with a reputation for exceptional quality.

www.msatraining.edu.au

Our staff are dedicated to helping you achieve your educational goals and can provide you with the support and information to get you there.

MSA Training and Professional Development encourages people with a disability to apply to enrol. Please talk to us about how we can support you with your studies.

Program Information

MSA Training and Professional Development works in collaboration with industry and training specialists to develop programs that are flexible and relevant to industry needs.

Our courses are delivered as either classroom-based training or real-time remote training via Zoom. They are taught in a supportive and engaging environment. Throughout your learning journey you will gain a variety of knowledge and skills and be given activities and assessments to complete within the classroom, at home or in your workplace.

The opportunity to study at MSA Training and Professional Development is open to everyone. We encourage people with a disability and people from diverse backgrounds to apply.

This booklet will guide you through a range of information relevant to this particular qualification. It is designed to be read in conjunction with the Student Information Handbook so please ensure you read and understand all aspects of both documents prior to enrolling.

Contacts



Course enquiries and enrolments:

Enrolment Officer

msa-monashtraining@monash.edu

03 9905 3180



Group bookings:

Professional Development Officer

msa-monashtraining@monash.edu

03 9905 1074

Why choose MSA Training and Professional Development?

Continuous improvement

At MSA Training and Professional Development, we pride ourselves on our dedication to providing high quality training to the public, Monash staff and student and to our private groups. We gain feedback from our students and trainers to ensure we are continuously improving our services and enhancing the learning process for our students.

Trainers and Assessors

Trainers and Assessors at MSA Training and Professional Development are carefully selected based on their qualifications, experience and knowledge, but also based on their individual teaching style and dedication towards their students. We have built an amazing team of Trainers and Assessors, and we are very fortunate to have them as part of MSA Training and Professional Development.

Administration

Our administrative staff are committed to working alongside our students to ensure they are confidently working through their assessments and getting all the support they need.

As we are a smaller RTO, we have the opportunity to get to know our students and can provide individualised support. MSATPD is part of MSA – a non-profit organisation located at Monash University in Clayton, Victoria. Meaning our aim is to provide a high-quality service, not to make money. The course fees are implemented to cover costs and improve services.

Support

Support services are available at MSA Training and Professional Developing, including one on one tutoring in English and Computer skills, discounted counselling, Disability support, useful study guides, along with a number of other services.

The MSA culture focuses on inclusivity, supporting the LBGTQI+ Community, acknowledging the traditional land owners.

Notable programs and departments within MSA:

- Period positivity – providing free feminine hygiene products
- MSA's Indigenous department – providing support to all Aboriginals and Torres Strait Islanders throughout their studies.
- MSA Women's department - creating a safe campus where you feel a sense of belonging.
- Gender Affirmation at MSA - In 2022, MSA introduced Establishing Gender Affirmation leave where specific leave options are available for any MSA staff considering gender transition.
- MSA Queer department – Supporting all queer-identifying and questioning individuals at Monash
- MSA Disabilities and Carers Department – advocating for the needs of students with disabilities and student carers at Monash Clayton.
- MSATPD Mental Health Resources – Free resources to assist anyone struggling with mental health conditions.

TAE40122 Certificate IV in Training and Assessment

The TAE40122 Certificate IV in Training and Assessment is a highly sought after qualification as it replaces the superseded TAE40116 qualification. It is intended for a variety of professionals in the Vocational Education and Training (VET) sector as well as workplace trainers and assessors who:

- Train individuals and groups
- Assess the competency of learners
- Develop training programs to meet the needs of learners
- Create assessment tools
- Contextualise learning and assessment materials
- Conduct assessment validation

This course has been developed to provide skills and knowledge to:

- Understand adult learning principles and use strategies to engage learners
- Work with and use national training packages
- Understand the VET sector, regulatory requirements and the relationship between units, qualifications and training packages
- Confidently give presentations to groups of students
- Design and develop learning programs
- Plan, organise and facilitate learning in the workplace
- Plan, organise and deliver group-based learning
- Plan and conduct assessment
- Create assessment tools
- Participate in assessment validation
- Identify if students have language, literacy and numeracy challenges and how to best support them.

Assessment methods and requirements

Assessment includes designing and developing assessment tools, conducting validation and RPL as a team, addressing LLN concerns for students and implementing strategies, planning and presenting training sessions, as well as assessing the competence of students. Part of this qualification involves using your area of expertise as a base for parts of the assessment.

Assessments are to be submitted to your trainer within 4 weeks of the unit/cluster.



This course is suitable for:

- Those with a vocational background who wish to become trainers and/or assessors within their field of experience. Ideal for those seeking a career change.
- Those already working in the training/assessing field but who need formal training and/or a qualification.

Becoming a qualified trainer is an exciting and meaningful career move. Depending on your experience and other qualifications, your career and job outcomes may include:

- Registered Training Organisation (RTO) Trainer and/or Assessor
- Vocational Education Teacher
- TAFE Trainer and/or Assessor
- University Lecturer
- Training Consultant
- Training Needs Analyst
- Secondary Teachers can become VET in Schools Teachers or VCAL Teachers
- Enterprise Trainer
- Enterprise Assessor
- Trainer for apprentices/trainees

Where can I study this course?

We currently offer this qualification at:

- Online in real-time via Zoom
- On Campus at Monash University Clayton
- At your workplace – for private groups of 8 or more

Should you choose a campus intake there are 6 sessions that will be held via Zoom as this is a requirement as part of the eLearning unit.

Entry requirements

A suitable computer/laptop (a tablet/iPad will not be suitable) & stable internet

You will need to already have skills and vocational experience in the field in which you wish to teach. E.g. To teach 'business' courses you will need a Business qualification along with several years of relevant experience working in business. To teach 'hairdressing' you will need a qualification in hairdressing as well as several years of relevant experience working as a hairdresser. If you do not already have skills and experience in a vocational area then your enrolment in this course will not be accepted.

Students will require a sound understanding of how to navigate computers along with software (Word, PowerPoint), opening and closing documents, saving documents, formatting documents, typing and using the internet for searching and emails. Students who are not confident using

computers are welcome to enrol in one of the short computer courses provided by MSA Training and Professional Development.

Students are required to fill out a Language Literacy and Numeracy assessment during the enrolment process. During enrolment students will also undergo a pre-training review which will help make sure this course is right for you and identify any additional support you may need.

Pathways

After achieving this qualification, depending on interests and skills/knowledge/experience, students may undertake higher level qualifications within the TAE training package such as the TAE50211 Diploma of Training Design and Development or the TAE50111 Diploma of Vocational Education and Training. You may also apply to Monash University for entry into a Bachelor of Education.

This qualification can open up a world of possibilities:



Timetable

The nationally recognised course is studied over 25 daytime sessions (or 50 evening sessions), over an approximate 27-week period. This is followed by a 4-week assessment period. Attendance on campus is not required during the 4-week assessment period but you will be able to communicate with your trainer during this time or access other support as needed. Assessments are to be submitted 4 weeks after each unit/cluster has concluded and the 4-week assessment period allows for amendments and resubmissions.

We have a variety of timetables from which to choose. Please refer to the website for details.



Studying online via Zoom

We are excited to announce that this course is now being delivered remotely online in real-time via Zoom. This is just like being in the classroom, with interaction and support from your trainer and engagement with your classmates, but all from the comfort and safety of home.

This is not a self-paced course. You will need to login at set dates/times as per your timetable and the class will be run 'live'.

Zoom is user-friendly and does not require any specialised software, just internet access. Zoom can also be used on smartphones/tablets by downloading the free Zoom app.

Class and study estimated times

Please use these nominal hours as a **guide only**, times will vary depending on your learning style, skills and prior knowledge. Those with some experience in training may find they take less time, similarly those who are new to the industry may find the higher end of the times listed will apply.

Estimated hours	
Pre-course reading and research:	10-20 hours
Total classroom (f2f/zoom) hours:	175 hours
Independent study/reading/research:	80-100 hours (15 hours per week)
Practical work placement:	Nil
Additional Support Days:	14 hours
Preparation for presentations 50-70 hours	50-70 hours
Completion of assessments:	60-80 hours

You have 4 weeks after each unit to hand in your assessment. Extensions granted for special circumstance applications only. (please see student handbook on how to apply. Fees may apply)

Course syllabus

This qualification contains 12 units of competency, consisting of 6 Core and 6 elective*.

Order of cluster Delivery	Unit of competency	What you will learn
1. Introduction to Training (TTT) Cluster	BSBCMM411 Make presentations*	<ul style="list-style-type: none"> • Prepare a presentation • Deliver a presentation • Review the presentation
	TAEDEL311 Provide work skill instruction*	<ul style="list-style-type: none"> • Organise instruction and demonstration • Conduct instruction and demonstration • Check training performance • Review training performance
2. Introduction to VET (PDD) Cluster	TAEPDD401 Work effectively in the VET sector	<ul style="list-style-type: none"> • Interpret VET policy context • Operate within VET delivery and compliance frameworks • Work effectively with vocational learners • Plan to improve own professional practice
3. Introduction to Foundation Skills (LLN) Cluster	TAELLN422 Use foundation skills resources, strategies and advice*	<ul style="list-style-type: none"> • Prepare to use nationally recognised training products • Analyse nationally recognised training products • Apply and evaluate selected nationally recognised training products
4. Assessment (ASS) Cluster	TAEDES411 Use nationally recognised training products to meet vocational needs	<ul style="list-style-type: none"> • Analyse LLN requirements • Select and use resources and strategies to address LLN skill requirements • Use specialist LLN support where required • Evaluate effectiveness of learning support and assessment strategies in addressing LLN requirements
	TAEASS412 Assess competence	<ul style="list-style-type: none"> • Plan and prepare to conduct assessment • Customised assessment process • Prepare candidates • Collect evidence • Make assessment judgement • Review assessment practice
	TAEASS413 Participate in assessment validation	<ul style="list-style-type: none"> • Prepare for validation activities • Participate in assessment validation • Contribute to validation outcomes
5. Delivery and Facilitation (DEL) Cluster	TAEDES412 Design and develop plans for vocational training	<ul style="list-style-type: none"> • Plan vocational training • Design a plan for vocational training • Develop session plans for vocational training
	TAEDEL411 Facilitate	<ul style="list-style-type: none"> • Plan and prepare for vocational training • Customise vocational training

	vocational training	<ul style="list-style-type: none"> • Deliver face-to-face vocational training • Support individual and group learning • Review training practice
	TAEDEL412 Facilitate workplace-based learning*	<ul style="list-style-type: none"> • Prepare to facilitate workplace-based learning • Develop plan for workplace-based learning • Establish the learning relationship • Implement workplace-based learning • Develop the learning relationship • Close and evaluate the workplace-based learning
eLearning and Assessment (ONL) Cluster	TAEASS404 Assess competence in an online environment*	<ul style="list-style-type: none"> • Prepare to assess in an online environment • Administer online assessment • Make assessment decision of evidence submitted online • Finalise online assessment process
	TAEDEL405 Plan, organise and facilitate online learning*	<ul style="list-style-type: none"> • Plan and organise online learning environment for delivery of synchronous and asynchronous learning activities • Introduce and establish online learning • Facilitate online learning • Support online learning • Review online learning process

Recognition of Prior Learning (RPL)

RPL is an assessment process that can give you an opportunity to gain formal recognition—i.e. a qualification or statement of attainment— for knowledge and skills you have attained through informal learning, work and life experiences. If you think you may be able to gain RPL for any of the TAE40122 units, please speak to us to request an RPL Information Handout. Note that RPL is a rigorous, evidence-based form of assessment so you will need to be able to supply evidence for any units for which you are applying for RPL.

RPL Applications must be completed prior to course commencement.

Credit Transfers (CT)

Credit Transfer is a process used to recognise qualifications and Statements of Attainment issued by any other RTO or TAFE. If you have successfully completed any of the units in the course in which you are enrolling, or their equivalent, you may be eligible for credit transfer. Where credit transfer is granted you will be considered to have already successfully completed the unit(s), and will not have to participate in training or assessment activities for that unit(s). In determining where credit transfer may be granted, MSA Training and Professional Development must be confident of the currency of the applicant's knowledge. In fields where practice/technology is changing rapidly, credit transfer may not be granted where knowledge of unit(s) has dated.

MSA Training and Professional Development will recognise AQF qualifications and Statements of Attainment issued by any RTO.

CT Applications must be completed prior to course commencement.

Assessments

Assessments include written theory questions, reflective tasks, practical activities and hands-on tasks (e.g. giving presentations in/ out of class). Wherever possible, the focus is on working with tasks and templates that are used in real-world situations in the workplace. For example, creating a session plan.

A timetable will be given out on the first day of class which will include assessment due dates. Please refer to the student handbook regarding Assessment and Extension Processes.

Materials and Requirements

Students will need access to a computer with Microsoft Word, internet access and a printer for the purposes of research and completing assessments. If you do not have access to a computer, please talk to us about accessing a computer on campus.

Students will need to provide their own:

- Pens & pencils
- Paper or notebook
- Materials, props or equipment for use during presentations in class
- Laptop. Having a laptop in class will allow you to conduct internet research and type up your assessments into the templates we provide. This will save you from having to do this at home.

For online courses/ units, you will need access to a computer which has video/audio capability, internet access and a web browser.

Learner manuals, assessment booklets and handouts will be provided throughout the course and are included in the cost of the course.

Learners rights

Once the student commences the nominated course, MSA Training and Professional Development will deliver the Training Program using competency-based training principles and practices in accordance with the AQTF (Australian Quality Training Framework)

The Executive Officer is responsible to ensure that there are suitable arrangements to provide records of student outcomes to ASQA in the event that MSA Training and Professional Development ceases to operate. This will be provided via an AVETMISS report encompassing all activity data for the duration of MSATPD operation. If circumstances are such that MSATPD are not able to carry on operations, the RTO Director is to advise ASQA immediately of this decision and provide advice regarding impact on currently enrolled students. MSATPD has a responsibility to transfer these enrolments to another RTO with least disruption to individual students. On ceasing operations, MSATPD is to, facilitate currently enrolled students transfer to another RTO, issue these students with an appropriate refund for service not provided, and issue students with a Statement of Attainment based on completed units of competency.

Unique Student Identifier

You will need a USI before you train with us commencing from 1st January 2015. You need to apply only once for this number. You will need to provide it to us on enrolment. Store this number somewhere safe and each time you do training with us or another organisation that offers nationally accredited training you will need to supply this USI each time you register.

If you do wish to enrol with us you can find more information and create a USI at the following website. www.usi.gov.au

RTO Cessation

MSA Training and Professional Development is committed to ensuring that students have the best possible opportunities to complete their training qualification. Should MSA Training and Professional Development be directed by ASQA or the Department of Education and Training to transfer their students to another RTO, or where MSA Training and Professional Development is ceasing operations as an RTO, suitable arrangements will be made for all currently enrolled students to transfer to another RTO.

Fees

	Government Funded				Non-funded			
	Full		Concession		Full		Concession	
Total nominal hours	Fee per hour	Total fee	Fee per hour	Total fee	Fee per hour	Total fee	Fee per hour	Total fee
475	\$3.21	\$1,875.00	\$1.37	\$655.00	\$10.94	\$5,200.00	\$10.31	\$4,900.00

There is a \$350 materials fee which is included in the above totals.

Course fees must be made prior to course commencement. Generally, \$600 will be taken as a deposit for upfront payments, with the balance to be paid via a payment plan or Request for Invoice/purchase order (eg. If your employer is paying).

All enrolments are subject to our Refund/Transfer Policy, please refer to this policy in the Student Information Handbook and on our website for the relevant details.

Refunds and Transfers

Refer to the Refund/Transfer policy, which is listed on our website, regarding impacts on payment plans should you wish to withdraw, as once the course commences you will still be required to pay your fees in full, including any remaining instalments.

Study Loans

We have partnered with Study Loans, a private provider of finance for educational purposes. This is another option for paying your fees, with a repayment term of up to 4 years. Fees, conditions and charges apply. Please contact us to find out more.

Government Funding

This training is delivered with Victorian and Commonwealth government funding to eligible Victorian students under the State Government's Skills First program. Contact us to discuss your eligibility or more information can be seen here: <https://www.skills.vic.gov.au/s/how-to-check-your-eligibility>

Additional fees

Item	Fee
Transfer fee	\$50.00
Refund fee	\$300.00
Re-Print of Certificate	\$22.00
Assessment extension, per unit, per month	\$30.00
Learner Guide replacement fee	Varies \$5-\$200 per hardcopy book.

Payment plans

Credit card payment plans are available through EzyPay to assist student in paying for their tuition. Please discuss your options with the reception staff on 9905 3180 or msa-monashtraining@monash.edu

Installation	Funded Concession	Funded Full Fee	Non-Funded Concession	Non-Funded Full Fee
Deposit at enrolment	\$254.00	\$474.75	\$420.50	\$579.75
Fortnight 1	\$100.00	\$200.00	\$320.00	\$330.00
Fortnight 2	\$100.00	\$200.00	\$320.00	\$330.00
Fortnight 3	\$100.00	\$200.00	\$320.00	\$330.00
Fortnight 4	\$100.00	\$200.00	\$320.00	\$330.00
Fortnight 5		\$200.00	\$320.00	\$330.00
Fortnight 6		\$200.00	\$320.00	\$330.00
Fortnight 7		\$200.00	\$320.00	\$330.00
Fortnight 8			\$320.00	\$330.00
Fortnight 9			\$320.00	\$330.00
Fortnight 10			\$320.00	\$330.00
Fortnight 11			\$320.00	\$330.00
Fortnight 12			\$320.00	\$330.00
Fortnight 13			\$320.00	\$330.00
Fortnight 14			\$320.00	\$330.00
Total	\$654.00	\$1,874.75	\$4,900.50	\$5,199.75



How to enrol

All enrolments are to be done online.

- Make sure you have read and understood all the information in the student handbook and in this course information booklet and ensure you meet the pre-requisites or other conditions of enrolment (Student Handbook is located on our website)
- Create a USI (Unique Student Identifier) through www.usi.gov.au
- Complete an enrolment form, pre-training review and Skills First Declaration form electronically <http://www.msatraining.edu.au/enrolment-tae/>
- Take a photo or scan of your current Driver Licence; or a current Learner's Permit; or a Proof of Age/'Keypass' card
- Take a photo or scan of your Medicare card, Australian/NZ birth certificate; Naturalisation certificate or formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence. Please talk to us if you don't have any of these documents.
- If you are applying for a Concession rate; Take a photo or scan of any relevant concession cards such as healthcare cards or pension cards.
- Once received, our team will be in touch to discuss your application and finalise your enrolment.