

TAE40122 Certificate IV in Training and Assessment

From March to May 2024, the Charlton Trade Training Centre will be hosting a series of intensive workshops intensive course to support learners to complete the TAE40122 Certificate IV in Training and Assessment. All sessions will run from **9.00am to 4.00pm**.

Block 1: Monday 4, Tuesday 5 and Wednesday 6 March (3 days)

Block 2: Tuesday 16 and Wednesday 17 April (2 days)

Block 3: Monday 6, Tuesday 7 and Wednesday 8 May (3 days)

Proposed completion timeline: end May 2024 (*this is dependent upon individual work rate and task submission – online support workshops will be available*).

Requirements

Participants:

- MUST attend all sessions of the intensive course
- MUST complete Knowledge Questions (as best possible) prior to each block
- MUST complete Tasks between workshops (approx.10-12 hours of work between blocks)

Additional support (drop-in, online) – NO COST

Support sessions are available throughout the enrolment period and are free of charge:

- *Every Monday 4.30pm – 5.30pm*
- *Every Thursday 4.30pm – 5.30pm*
- *One Wednesday per month*
- *One Saturday per month*

Participants can also call 8731 7409 or email tae@ripponleainstitute.edu.au for support.

Study Time

The TAE40122 has a large volume of learning and requires setting aside between workshops. We recommend 10-12 hours between each block of workshop days – this can vary depending on a learner's approach to study and how much coursework they manage to complete during workshops.

Enrolment

Learners can enrol at any stage by contacting tae@ripponleainstitute.edu.au to receive a direct enrolment link. Before enrolling, they will need a USI if they don't already have one, which can be created at <https://www.usi.gov.au/providers/create-usi-student>. Venue and other details provided upon enrolment.

The enrolment fee for the course is \$3700.

Questions / Further Information

We encourage potential participants, VET Coordinators or other staff members to be directly in touch with Sarah Pavy, General Manager, Compliance, Learning and Assessment, to ask questions about the course and look at how it can best fit their needs and their context. Contact: tae@ripponleainstitute.edu.au or 0451 779 464.

WORKSHOP DETAILS

Block 1: Monday 4, Tuesday 5 and Wednesday 6 March

Module 1: Introduction to Vocational Education & Training

TAEDES411 Use nationally recognised training products to meet vocational training needs
TAEDES412 Design and develop plans for vocational training

Discussion of
Module 2: Facilitate Learning
and
Module 5: Mentoring

Block 2: Tuesday 16 and Wednesday 17 April

Module 2: Facilitate Learning

TAEDEL416 Facilitate learning for young vocational learners
TAEDEL411 Facilitate vocational training
TAELLN422 Use foundation skills resources, strategies and advice

Block 3: Monday 6, Tuesday 7 and Wednesday 8 May

Module 3: Working effectively in the VET sector

TAEPDD401 Work effectively in the VET sector

Module 4: Assessment in the VET sector

TAEASS412 Assess competence
TAEASS413 Participate in assessment validation

Further discussion of Module 5: Mentoring - TAEDEL414 Mentor in the workplace

Module 6: RPL (possible Recognition of Prior Learning)

TAEDEL311 Provide work skill instruction
BSBCMM411 Make a Presentation
BSBTEC303 Create electronic presentations