

Oxford Training Academy Pty Ltd trading as

# SAVILE Learning

RTO No: 45452

## TAE40122 Certificate IV in Training and Assessment

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**Course currency status:** Current

### Course description

This qualification reflects the roles of entry-level vocational education and training (VET) teachers, trainers, and assessors who are delivering training services to vocational learners and assessment services to candidates.

The roles may be undertaken by those working in registered training organisations (RTOs), enterprises, community organisations, schools, and other VET provision contexts.

This qualification meets the minimum education requirement for trainers and assessors operating without supervision under applicable VET legislation, frameworks, and/or standards. The qualification is a successor to TAE40116 Certificate *IV in Training and Assessment*.

This course includes both skill sets which are the accepted minimum education requirement for registered secondary school teachers who want to train and assess in VET without supervision as per the 2025 Standards for RTOs.

### Duration:

This full course is designed to be completed within 18 months from enrolment, providing participants time to complete the required 12 units of competency needed to achieve the full qualification and is inclusive of time required for re-submitting any outstanding assessments.

### Course Demands:

We offer face-to-face classes for all participants for the first three units of competency. These three units of competency make up the TAESS00019 Assessor Skill Set course

This first part of the course consists of three consecutive days. Participants are guided as to when each unit should be completed but have the flexibility to submit assessments in any order that best suit their individual needs.

Once the participant has completed the initial training for the TAESS00019 Assessor Skill Set course, they will continue into the full TAE40122 with existing participants, commencing from the next unit of competency to be delivered. This process allows for ongoing enrolments reducing the waiting for new participants, as they do not need to wait until there is a new intake/course commencing.

Ongoing course commitments are one full day per month of training over a set period. This period may vary between 9 and 12 months, as they will align with the school year and not be held during

school breaks. In their own time, participants will be required in addition to these training days, complete self-directed learning modules and complete assessments.

This 9 – 12 months' time frame includes all learning and assessment activities. It is anticipated the course length will be adjusted to cater to individual participants' requirements where needed. The delivery modes, learning methodologies employed, and subsequent assessments have been designed to specifically cater to secondary school teachers requiring gap training and education support staff who have commitment from their employers to support them throughout the completion of the training.

### **Course Delivery:**

A blended delivery model is employed including face-to-face sessions, online classes, application of skills and knowledge in simulated and workplace environments, and self-directed learning. All participants are offered support outside of face-to-face classes through individual tutorials and drop-in sessions.

Resources for the course are provided to all participants. Participants are expected to undertake learning activities before the face-to-face and online sessions in preparation for the training.

Resources include but are not limited to:

- Participant Learner Guides
- Online Simulated RTO Environment
- PowerPoints

The following techniques are employed during class delivery depending on the subject matter:

- Trainer presentations and demonstrations
- Discussions
- Videos
- Individual tasks
- Case studies
- Research
- Role-plays
- Practical demonstrations
- Group work.

### **Assessment:**

Most assessments will be completed in the participant's own time and workplace; however, some assessments, will take place in a simulated environment.

Assessment methods include a combination of written questions, projects, case studies, portfolios of evidence, and projects inclusive of observations. Practical demonstrations will need to be conducted in a real VET training environment or a suitable simulated VET training/workplace environment.

Participant's competency against the unit of competency specifications is assessed throughout the course. Participants are provided with opportunities for re-assessment if they fail to demonstrate competency during assessment tasks. More information can be found in the Student Handbook and Student Assessment Booklet.

Participants will be informed of assessment processes and methodologies pre-enrolment and at orientation. Assessors will provide copies of the assessment tasks per the assessment schedule and discuss the assessment requirements with the class before they attempt each task.

### **Entry Requirements:**

Those entering this qualification must be able to demonstrate vocational competence in their proposed training and assessing area. Vocational competence is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification.

Participant's existing skills and knowledge, including Language, Literacy, Numeracy, and Digital (LLND) skills will be evaluated as part of the pre-enrolment process. This will be part of a Pre-Training review. The course requirements is that participants will be at the following required levels for each core skill area; Learning (4), Reading (3-4), Writing (3-4), Oral Communication (4-5), Numeracy (2) and Digital (2)

The pre-training review will review existing qualifications completed, and work experience and may involve an interview process to determine if entry requirements are met. Savile will determine if the course is suitable for the participant and whether it addresses the learning needs.

### **Pathway Information:**

#### **Training Pathway**

Participants who complete this course may progress into further studies including but not limited to, the Diploma of VET or further education studies.

#### **Location:**

Training and assessment will take place at Savile's facility or another suitable designated facility for face-to-face courses. Online classes are conducted via online meeting platform such as Zoom.

#### **Course Start Dates**

All courses commence as per Savile's calendar.

#### **Recognition of Prior Learning (RPL) and Credit Transfer (CT)**

Savile offers RPL to all participants and participants can discuss this and request further information as part of the pre-enrolment process or at any other time during the course.

Some units within this course TAE40122 are pre-determined to use an RPL assessment pathway for those participants who are existing Secondary School teachers. For education support staff, RPL is an option for those who have pre-existing skills and knowledge in the same or relevant areas of the units of competency being undertaken.

Participants who have completed whole units of competency with a Registered Training Organisation that contains the same unit code as those within this course or of which are deemed equivalent can apply for Credit Transfer by sending a certified copy of their certificate or statement of attainment to [info@savilerto.com.au](mailto:info@savilerto.com.au) or providing this directly to their trainer.

#### **Qualification**

The TAE40122 Certificate IV in Training and Assessment will be awarded on successful completion of the qualification and a statement of attainment will be provided for the successful completion of any units of competency if a candidate chooses to withdraw before completing the whole course.

## Course Structure

To achieve the requirements of the course, participants must satisfactorily complete the following units of competency:

Unit Code	Unit title	Core / Elective	Nominal Hours
TAEASS412	Assess competence	Core	50
TAEASS413	Participate in assessment validation	Core	50
TAEDEL411	Facilitate vocational training	Core	45
TAEDES411	Use nationally recognised training products to meet vocational training needs	Core	60
TAEDES412	Design and develop plans for vocational training	Core	60
TAEPDD401	Work effectively in the VET sector	Core	40
BSBAUD412	Work within compliance frameworks	Elective	30
HLTAID011	Provide first aid	Elective	18
TAEDEL311	Provide Work Skill Instruction	Elective	40
TAEDEL414	Mentor in the workplace	Elective	30
TAEDEL416	Facilitate learning for young vocational learners	Elective	45
TAELLN421	Integrate core skills support into training and assessment	Elective	30

### Volume of Learning and Nominal hours

Nominal hours are used to calculate the amount of funding providers receive from state and territory governments. Nominal hours do not usually include time spent by a student undertaking unsupervised individual activities like assignments, projects and work experience. Nominal hours refer to the average amount of supervised training and assessment time that a student could expect to receive for each unit of competency.

Volume of learning for a Certificate IV level qualification (AQF Level 4), is 600 to 1200 hours, which includes all learning activities—such as classroom time, self-directed study, reading, research, completing assignments, and practical application. This reflects the total time it may take for someone with no prior knowledge or experience in the field to achieve competency in all required areas.

It's important to remember that the actual time needed can vary based on your existing skills, experience, the course structure, and your own learning pace. If you're already working in a relevant role or have prior learning, your volume of learning may be reduced significantly.

Participants should be prepared to commit up to 10 hours of study each week.

### Fee Information

The total fee charged for this course is included in the course enrolment (includes all resources). The course fee includes a \$350 enrolment fee that is non-refundable (except if Savile fails to deliver the course in full.)

### Fee payment terms

Participant fees are due and payable to Savile before enrolment or at a designated time. Re-assessment fee per unit of competency is \$50 per unit. There is no fee for Credit Transfers.

## Suggested Course Structure

### Days 1-3 – VET Assessor

3 consecutive days of face-to-face training. To be completed within 3 months from enrolment

Unit Code	Unit title	Core / Elective	Nominal Hours *
TAEASS412	Assess competence	Core	50
TAEDES411	Use nationally recognised training products to meet vocational training needs	Core	60
TAEASS413	Participate in assessment validation	Core	50

*TAESS00019 Assessor Skill Set: On completion of these three units, registered secondary school teachers will be able to train and assess in any VET context without supervision.*

### Day 4 – Compliance in VET

A full day of class held online via Zoom. To commence after the completion of delivery of Days 1-3.

Unit Code	Unit title	Core / Elective	Nominal Hours *
TAEPDD401	Work effectively in the VET sector	Core	40
**BSBAUD412	Work within compliance frameworks	Elective	30

### Day 5 – Mentoring and instructing others

A full day of class held online via Zoom. This cluster is for non-teaching staff only.

Unit Code	Unit title	Core / Elective	Nominal Hours *
**TAEDEL311	Provide Work Skill Instruction	Elective	40
**TAEDEL414	Mentor in the workplace	Elective	30

### Day 6 – Designing & developing VET plans

A full day of class held online via Zoom.

Unit Code	Unit title	Core / Elective	Nominal Hours *
TAEDES412	Design and develop plans for vocational training	Core	60

### Day 7 – Facilitating VET with young learners

A full day of class held online via Zoom. This cluster is for non-teaching staff only.

Unit Code	Unit title	Core / Elective	Nominal Hours *
TAEDEL411	Facilitate vocational training	Core	45
TAEDEL416	Facilitate learning for young vocational learners	Elective	45

### Day 8 – Supporting learners’ core skills

A full day of class held online via Zoom. This cluster is for all participants.

Unit Code	Unit title	Core / Elective	Nominal Hours *
TAELLN421	Integrate core skills support into training and assessment	Elective	30

### Day 9 & 10 – Supporting days

An additional 2 full scheduled support days (online) are built into the course delivery. Dates and times for these will be provided as per the current timetable on enrolment. These are on top of regular drop-in support days (optional) provided at Savile’s Training rooms, throughout school terms and during holidays (dependant on demand).

Participants can commence the attending the full course days (Day 4 through to Day 10) at any point.

**\*\* All units marked with \*\*** will be completed by teachers via an RPL pathway

### Recognition of Prior Learning (RPL) Portfolio (for Teachers only)

Self-directed portfolio of evidence (RPL)

To commence after completion of Assessor Skill Set, Day 4 and Day 6

Unit Code	Unit title	Core / Elective	Nominal Hours *
BSBAUD412	Work within compliance frameworks	Elective	30
TAEDEL311	Provide Work Skill Instruction	Elective	40
TAEDEL414	Mentor in the workplace	Elective	30
HLTAID011	Provide first aid	Elective	18
TAEDEL411	Facilitate vocational training	Core	45
TAEDEL416	Facilitate learning for young vocational learners	Elective	45

### Further Information

Contact [info@savilerto.com.au](mailto:info@savilerto.com.au) or refer to the following website for further information:

<http://training.gov.au> or [www.savilerto.com.au](http://www.savilerto.com.au)