

The TAE40122 Certificate IV Training and Assessment requires the completion of 12 units of competency (6 core and 6 elective). The TAE40122 has been packaged by Phoenix Academy to meet the packaging rules as follows:

### 6Core Units:

<b>TAEDES411</b>	Use nationally recognised training products to meet vocational needs
<b>TAEDES412</b>	Design and develop plans for vocational training
<b>TAEDEL411</b>	Facilitate vocational training
<b>TAEPDD401</b>	Work effectively in the VET Sector
<b>TAEASS412</b>	Assess competency
<b>TAEASS413</b>	Participate in assessment validation

### 6 Elective Units:

<b>TAEASS512</b>	Design and develop assessment tools
<b>TAEDEL311</b>	Provide work skill instruction
<b>BSBCMM411</b>	Make presentations
<b>BSBHRM413</b>	Support the learning and development of teams and individuals
<b>TAEDEL405</b>	Plan, organise and facilitate online learning
<b>TAEASS404</b>	Assess competency in an online environment

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## Entry requirements

If you wish to enter this course, you must be able to demonstrate vocational competency in your proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience. We ask you to bring in evidence of this on Day 1 of your face-to-face class. This could be:

- a resume
- a job description
- a Statement of Attainment of a relevant unit of competency
- a certificate of a relevant qualification
- evidence of professional development or
- anything that shows your experience in your proposed teaching and assessing area

## Course Work Required

There is an amount of pre-reading and online learning that you are required to undertake prior to course commencement. This is called **The Start Guide** and is released to you via the LMS once your enrolment is confirmed.

You need to complete assessment tasks during the face-to-face component of the course. You have a maximum of 4 months from your course completion date to submit evidence of assessments.

Feedback has suggested that average digital literacy skills along with VET experience can greatly lower the time spent on gathering your evidence.

Note: there is no requirement for you to complete assessment tasks in a workplace. All assessments are scenario-based, although you are given the option in several assessments to draw from your place of work and your own experience in the creation of learning plans, session plans, training materials and assessment tools.

## Pre-learning

You receive a confirmation email upon enrolment with access details to the student portal containing all your course materials. Prior to Day 1, you need to access the Pre-Course Materials folder on the Phoenix portal containing key readings and online learning that need to be undertaken prior to Day 1.

## Computer Literacy

A laptop with Microsoft Office installed is essential for this course (Microsoft Office 2007 or later version for PC, Office 2010 version for Mac).

All assessment documents are written in Microsoft Word. You need to be competent using this program. It is essential that if you do not know how to use this program that you seek tuition before your course commences.

The laptop needs to be Wi-Fi enabled so that you can access the internet wirelessly from the training room using our Wi-Fi connection. You are required to bring a laptop on every day of the course.

## Literacy Requirements

There are underlying skill requirements of the TAE Training and Education Training Package.

Candidates are advised that they need to possess effective language, communication and interpersonal skills and can write a range of documentation.

Candidates are also be expected to read and interpret training packages, develop and document learning programs, present information, use technology and prepare various records and documents. Furthermore, cognitive skills in planning, research, interpretation, analysis and synthesis form part of the skills requirements of many units.

Candidates with special needs are advised to email [info@phoenix.wa.edu.au](mailto:info@phoenix.wa.edu.au) prior to booking so that reasonable adjustments to training and assessment can be contemplated.

Where a student has an identified need for assistance with language, literacy, numeracy or digital literacy, Phoenix's trainers and assessors endeavour to provide this assistance directly.

## Assessment Requirements

Assessments include the delivery of training sessions and delivering assessments and other practical tasks such as role play/scenarios, written questioning, completion of templates and self-reflection tasks.

Please note that there are 2 x 40-minute formally assessed training sessions that students need to deliver during the course. **All students and facilities for these training sessions are provided by Phoenix.**

## Other requirements

As well as a laptop, you need to bring to class the following: a pen and paper for taking notes and headphones to plug into your laptop as you may need to access the internet and video/audio files. Some handout materials are handed out on Day 1. Comfortable clothing is required to be worn. Make sure you have your lunch before the first class commences at 12.30pm. There are two bathroom and refreshment breaks of 15 mins during the afternoon session.

## Issuance of Certificates

You need to submit all your assessment evidence and wait for it to be assessed. This can take up to 5 or so business days. Once you have been marked as competent in all assessments, you are notified via email. Your Certificate and Statement of Attainment is emailed immediately and posted to you if you request same.

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