

ENGAGE. EMPOWER. EXCEL.

# The TAE40122 Certificate IV in Training & Assessment

RPL & CREDIT TRANSFER PATHWAY  
INFORMATION PACK



YOUR PATH TO A BETTER JOB AND A BETTER LIFE!



**FORTRESS**  
LEARNING

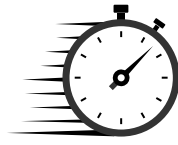
July 2024

# The Fortress Difference



## Efficient RPL Process

Thanks to our in-house RPL experts, we have removed the pain from gaining the TAE40122 via RPL, making it as straightforward and efficient as possible for you to complete with relative ease compared to others.



## Faster Marking Times

With a maximum turnaround time of 1–4 days (3 – 8 days maximum for the "Solo" support package only), completing the whole qualification is mostly up to you. Bonus!



## Premium Support

We have a Student Support Team for all admin and tech support, and access to a trainer when needed is as simple as a quick phone call or email to book and get all the support you need. Some packages include this, some are pay-as-you-go.

## Why Our RPL Process Is Better For YOU...



You know how most companies with RPL make you fill out endless forms, requiring you to write copious amounts of information, then upload long lists of evidence documents only to play email ping-pong for days/weeks to fill in gaps or clarify? Ugh!

**This is why we opted to add an actual conversation.**

You provide the written information and evidence for us to gauge your competence, and then instead of email ping-pong, we do a verbal knowledge assessment in our Competency Conversation. No long email threads and endless writing sagas!

**Plus, by the end of our call, you'll know if you've nailed it.  
Isn't that better?**



# Who Is Fortress?

We help people from all walks of life (in any industry) level up and become fully qualified trainers and assessors in the most efficient timeframe possible.

We are a group of people who are passionate, who love what we do and how we get to change the lives of others, helping them transform their own careers by gaining a quality qualification that opens doors to new opportunities and a new life!

Since 2009 we've been training, supporting and mentoring the next generation trainers and assessors.

We know the industry inside out, and we have a reputation for producing high-quality trainers.



Taking you from DOING the job to TRAINING OTHERS to do the job well!



## Our Fortress Philosophy

- We're better together, every day
- The buck stops with me!
- People to people, heart to heart
- Shaping greatness today, tomorrow and beyond
- We do what we say we do!
- And we are generous when it matters most...

## Our Purpose

We create inspirational educators and find innovative ways to bring learning to life.



# Before You Go Any Further...

**This is an alternative pathway to the Certificate IV in Training and Assessment (TAE40122). You would choose this pathway if:**

1. You want to complete the Cert IV TAE40122 with alternative electives not offered in our Entry Level Certificate IV in Training and Assessment TAE40122 course, or...
2. You aren't new to the industry; you've done related courses and/or have current or recent professional experience working as a Trainer and Assessor in an RTO.

This pathway isn't for you if you haven't worked as a Trainer and Assessor in the last 12 – 24 months, or if you're brand new to the industry but don't know what electives you need. If in doubt, we suggest you speak to one of our Course Advisors first.

**This pathway can include or is a combination of the 3 following options to complete each of the 12 units:**

1. **COURSEWORK (CW)** that you would do for any units you have not previously completed or that can be covered by RPL or CT.
2. **RECOGNITION OF PRIOR LEARNING KITS (RPL)** can be from previous courses or professional experience that meets the outcome of the units you haven't officially completed.
3. **CREDIT TRANSFER (CT)** for any previous units you've completed that are deemed equivalent to units included in the TAE40122.



## HOW WE DETERMINE WHAT UNITS YOU CAN DO RPL OR CT FOR

Before you start your course, you will be required to do a "Personal Learning Plan Survey", which helps us determine what your learning journey will look like; we will identify which units you'll complete via an RPL kit or coursework and which ones are covered by a credit transfer.

During the survey you'll be asked about your background, prior and current skills and knowledge, and any courses you've completed. To be able to use the RPL option, you'll be asked if you can provide recent and documented evidence that would satisfy the assessment outcomes of each unit selected to make up your TAE40122 package.

You'll need to do coursework for any other units you can't complete via RPL or CT.



# For RPL/CT, You Must Be Able To Answer YES:

1. (For CT) Can you provide both your certificate and the transcript of any units you hold from previous trainings that could be counted for a credit transfer?
2. (For RPL) Are you currently working as a Trainer and Assessor in an RTO, or have you worked as a VET Trainer and Assessor in an RTO and can provide evidence from the last 12 – 24 months?
3. (For RPL) Are you going to be able to provide authentic evidence for all 12 units, such as: \*
  - Assessment Tools that you have developed?
  - Trainer and Assessor Profiles?
  - Professional Development Plans?
  - Session plans and attendance sheets for the face-to-face delivery of training?
  - Evidence of assessing learners against units of competency?(NB: Check that your RTO will allow you to access and submit documented evidence)

\*= This list only includes a few examples; the full list for each unit will be included in the unit's RPL kit.

## After Your Personal Learning Plan Survey Has Been Submitted...

We then develop and provide you with a personalised 12-month plan listing the units you will complete and how you will complete them (RPL/Credit Transfer/Coursework in a Gantt style chart for easy reference).

We will automatically apply all units being credit transferred once we verify the supplied transcripts. This means no further work needs to be completed on those units.

You will then be given access to all remaining assessment tasks you must complete for the units selected in your TAE40122 package and the coursework and/or RPL pathways designated to complete them.

### This will either be:

1. Sets of online knowledge questions, assignments, or coursework documents with instructions for coursework pathways. Everything you need will be included in your LMS, including guides and videos to help.
2. RPL Kits (read the next page for a detailed explanation of these).

Each course is individualised to each student, and the PLP is an important first starting point to ensure the course is tailored to each student's exact needs.



# How Our RPL Kits Works

Our RPL process is different to many out there. Most RPL processes require copious amounts of writing on top of submitting loads of documented proof which we find painful, and we know students do too. So we've made it significantly easier and faster for you and us by including an actual conversation for a chunk of the process!

So, here is our 4-step process to a smooth RPL pathway to gain your TAE40122 qualification.

## 1. Part A – Performance Evidence

You'll have 1 to 4 questions to answer. For each question, you'll need to:

- Give context; briefly explain the situation.
- Write your answer.
- If the instructions ask for it, provide proof.

Your proof must follow these rules:

1. It should be recent (less than 2 years old).
2. It should be clear that YOU did the work and genuinely worked with others.



## 2. Part B – Third Party Report

The Third-Party Report must be provided by a qualified supervisor (someone with a valid Cert IV in Training and Assessment as a minimum) or a workplace observer who has witnessed your skills in the past 12 – 18 months.

Full details and instructions for completing the Third-Party Report are outlined in Part B of your RPL Kit.

## 3. Part A & Part B Review

After finishing Parts A and B, you will submit your completed RPL Kit with supporting documentation for proof. If everything's okay, the assessor will ask you to schedule a "Competency Conversation" for your verbal knowledge assessment.

If something's missing or wrong, the assessor will guide you on fixing it. After fixing it, if your assessor says it's all good, you can book another Competency Conversation. Remember, you have up to 3 attempts.



## 4. Part C – Knowledge Assessment and Competency Conversation

Before your interview, reviewing the questions in Part C of the RPL Kit is crucial. If you can't answer them using your workplace experiences, you'll likely not pass this part of your RPL assessment.

In the interview, you'll be asked deeper questions from Part C based on the answers and evidence you gave in Part A and B. Hint: You'll want to check these questions before your meeting.

The assessor will listen and jot down your answers (a lot less writing for you). They'll then decide if you've shown you know your stuff based on everything you've provided.

If you don't pass, the assessor will tell you what to do next at the end of the call.

If you do pass, they'll let you know, then upload the completed RPL evidence guide to your learner portal and assess the final portfolio within our 4-day marking turnaround timeframe. And voila! You're all done for that unit!



**Scott Mac**  
4 reviews

★★★★★ a y

As I just completed my Cert IV in Training and Assessment, I highly recommend Fortress Learning as an absolute fantastic institute to study at! No question was too silly or too hard for them! Their whole team went above and beyond to ensure that I had all the support I needed and more! Their team is enthusiastic, inspirational, caring and so helpful! I thoroughly enjoyed my experience at Fortress Learning and I definitely recommend anyone deciding to study to go through Fortress Learning.



# THE CERTIFICATE IV TAE40122 UNITS



## CORE UNITS:

- TAEASS412 Assess competence
- TAEASS413 Participate in assessment validation
- TAED411 Facilitate vocational training
- TAED411 Use nationally recognised training products to meet vocational training needs
- TAED412 Design and develop plans for vocational training
- TAE401 Work effectively in the VET sector

## ELECTIVE UNITS:

### Group A – Training and Assessment

- TAEASS404 Assess competence in an online environment
- TAEASS512 Design and develop assessment tools
- TAEASS514 Develop and implement plans for recognition of prior learning
- TAED311 Provide work skill instruction
- TAED405 Plan, organise and facilitate online learning
- TAED412 Facilitate workplace-based learning
- TAED413 Facilitate distance-based training
- TAED414 Mentor in the workplace
- TAED415 Complete a practicum in a vocational education and training environment
- TAED416 Facilitate learning for young vocational learners
- TAE411 Maintain training and assessment information

### Group B – Learner support

- TAE421 Integrate core skills support into training and assessment
- TAE422 Use foundation skills resources, strategies and advice
- TAE423 Integrate employability skills support into training and assessment
- TAE411 Plan and implement individual support plans for learners with disability
- TAE451 Develop and implement training and assessment strategies for learners with disability

### Group C – General

- BSBAUD411 Participate in quality audits
- BSBAUD412 Work within compliance frameworks

**Packaging Rules: Total number of units = 12 (6 core units plus 6 elective units)**

With the electives: At least 3 must be from Group A, and of the remaining elective units, all may be from the elective units listed above and up to 2 may be from any currently endorsed Certificate III or above training package qualification or accredited course, provided that no more than 1 is selected from a Certificate III.



# HOW YOUR UNITS CAN BE DONE

The table below highlights what units you can do a Credit Transfer (CT) for (units that are equivalent and can be CT'd are listed below the unit name), what you can (or will need to) do Coursework (CW) to complete, which units you can only do RPL for (RPL ONLY) and which units we aren't offering at this time (greyed out - "Not Offered").

NOTE: This is just a basic guide and doesn't include ALL of the various electives and units that \*could\* be included in a credit transfer. However, the list does include ALL of the electives for the TAE40122 and you only need 6 as explained on the previous page.

TAE40122 UNITS – CORE	OPTIONS
TAEASS412 Assess competence	RPL/CW
TAEASS413 Participate in assessment validation	RPL/CW
TAEDEL411 Facilitate vocational training	RPL/CW
TAEDES411 Use nationally recognised training products to meet vocational training needs	RPL/CW
TAEDES412 Design and develop plans for vocational training	RPL/CW
TAEPDD401 Work effectively in the VET sector	RPL/CW
GROUP A ELECTIVES – TRAINING & ASSESSMENT	
TAEASS404 Assess competence in an online environment	RPL/CW
TAEASS512 Design and develop assessment tools	RPL/CW
TAEASS514 Develop and implement plans for recognition of prior learning	Not Offered
TAEDEL311 Provide work skill instruction (Can be CT'd from TAEDEL301/TAEDEL301A)	CT/RPL/CW
TAEDEL405 Plan, organise and facilitate online learning	RPL/CW

# HOW YOUR UNITS CAN BE DONE CONT...

TAEDEL412 Facilitate workplace-based learning (Can be CT'd from TAEDEL401/TAEDEL402A)	CT/RPL/CW
TAEDEL413 Facilitate distance-based training	Not Offered
TAEDEL414 Mentor in the workplace (Can be CT'd from TAEDEL404/TAEDEL404A)	CT/RPL/CW
TAEDEL415 Complete a practicum in a vocational education & training environment	RPL ONLY
TAEDEL416 Facilitate learning for young vocational learners	RPL ONLY
TAETAS411 Maintain training & assessment information (Can be CT'd from TAETAS401/TAETAS401A)	CT/RPL/CW
<b>GROUP B ELECTIVES - LEARNER SUPPORT</b>	
TAELLN421 Integrate core skills support into training and assessment	RPL ONLY
TAELLN422 Use foundation skills resources, strategies and advice	RPL ONLY
TAELLN423 Integrate employability skills support into training and assessment	RPL ONLY
TAEXDB411 Plan & implement individual support plans for learners with disability (Can be CT'd from TAEXDB401)	CT ONLY/Not Offered
TAEXDB511 Develop & implement training & assessment strategies for learners with disability (Can be CT'd from TAEXDB501)	CT ONLY/Not Offered
<b>GROUP C ELECTIVES - GENERAL</b>	
BSBAUD411 Participate in quality audits (Can be CT'd from BSBAUD402)	CT ONLY
BSBAUD412 Work within compliance frameworks	BSBCOM406A



# YOUR SUPPORT OPTIONS

## "GUIDED" – FROM \$3797

The Guided support package includes all admin and technical support you receive in the Solo package, PLUS 3 hours of one-on-one trainer support, which you can book in 30-minute sessions (phone or video).

You can use this time to ask questions, get some mentoring or even help planning your study time. If you need more than the 3 hours, you can purchase extra trainer time @ \$50 per 30 minutes.

This option is the most popular because most people need some support at some point in their learning journey. The included hours for this course are in the Goldilocks zone; not too much and not too little, it's just right!

The marking speed for students who choose the Guided is a maximum of 4 business days.



## "SOLO" – FROM \$2797

The Solo support package includes all admin and technical support but is a pay-as-you-go package for one-on-one trainer support, so you only pay for what you need!

If you need some one-on-one trainer support, it's only \$50 per 30 minutes, which we find to be more than adequate for any questions or clarity that's needed.

This option isn't available to everyone; it's only for people who are really good at self-directing their own learning, who are very comfortable with navigating the online learning space, and/or who typically find learning new things relatively easy.

The marking speed for students who choose the Solo is a maximum of 8 business days.





## RESULTS

### Our Stars Speak for Themselves



Our students have spoken.  
With over 1540 verified reviews and a 4.8 star average, we have the most reviews and highest rating of any TAE Training Provider.



And with a 5.0 star average in Google Reviews, we are also a stand out from other training providers. Feel free to read them and compare us with other TAE providers.



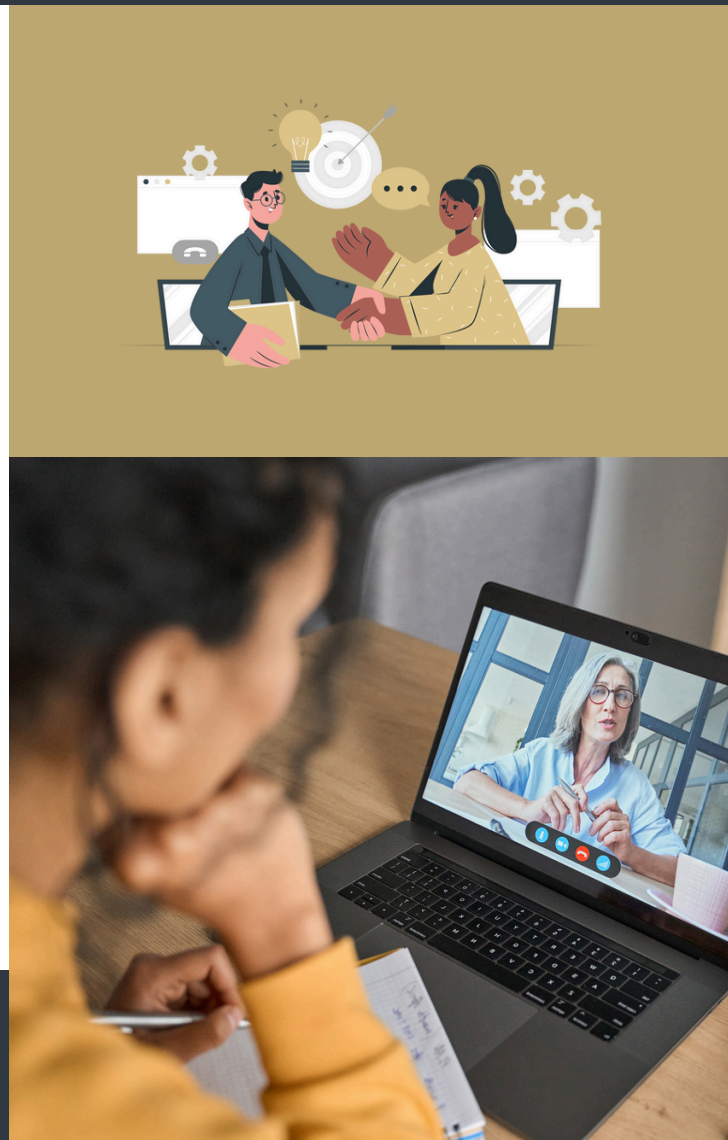
## HOW CREDIT TRANSFERS WORKS

Once we have validated your certificate and transcripts, we'll mark the corresponding unit as completed via credit transfer.

The unit in your LMS Portal will be updated to show as completed, and no further work will be required by you for that unit.

**We will then credit \$200 towards your course fee per unit that is completed via credit transfer.**

For any units that can't be completed via credit transfer or RPL, you'll be required to complete the coursework and assessments the same way any new student does.





# WHAT DOES IT COST & INCLUDE?

The cost is the same as our full Cert IV TAE40122 with Solo or Guided support packages (with pay-in-full or weekly/fortnightly payment plan options).

While the trainers and assessors actually spend more time assessing your previous work through reading or a conversation...

**Having the conversation makes the whole process a lot simpler, more efficient and easier for you.**

Your investment includes access to all of the coursework or RPL kits for all 12 units and for any unit confirmed as a Credit Transfer, \$200 is rebated (taken off your course fees).

Your enrolment period is 12 months either way.

We find most people doing RPL to gain the newest qualification need very little extra help, so Solo is enough, but if you feel you need more support (particularly if you have more coursework to do), then Guided support package is the way to go.

If in doubt, just speak to our Course Advisors. They can help you enrol in the best-suited course and support option for your needs.

## What Others Say About Our RPL/CT Pathway...

**AL** Alison  
1 review AU

★★★★★ Verified

May 18, 2023

### Great Communication and help with RPL process

From the very first phone call, Fortress Learning had fantastic communication and straightforward processes. I would highly recommend them to anyone needing to go through the RPL and credit transfer process. They made the whole process so simple and stress free. Emails were normally responded to on the same day, and the giant portfolio I submitted was reviewed and marked within the week. Thank you to Jon, Odeza, Emma and everyone else involved.

Date of experience: May 16, 2023

**SK** Sean Kelly  
2 reviews AU

★★★★★ Verified

Dec 2, 2022

### Quality TAE RPL assessment is...

Quality TAE RPL assessment is difficult. That's why lesser RTOs avoid it. I tried to negotiate a realistic RPL pathway with two other well-known TAE providers before settling on Fortress. I'm an experienced TAE assessor myself; I was impressed by their commitment to rigorously observing the standards while being flexible enough to capture genuine evidence. I was not only impressed with the service they provided me, I am confident that any colleague or potential employee of mine that is certified through Fortress genuinely has met the standards (and not just benefitted from the "tick and flick" approach of some providers). I have no association with Fortress but I would recommend them to any TAE professional seeking to upgrade their qualifications.

**WE WILL SUPPORT YOU EVERY STEP OF THE WAY, GUIDING YOU TOWARDS PERSONAL GROWTH AND MASTERY SO THAT YOU CAN TEACH OTHERS IN YOUR INDUSTRY WITH COMPLETE WISDOM AND CONFIDENCE**

# FREQUENTLY ASKED QUESTIONS

## Can I enrol in this program even though I have no current experience (last 2 years), but I have plenty of experience prior to that?

You could, but this pathway is extremely difficult if your experience isn't current. In order to satisfy the assessment criteria, the evidence presented needs to be comprehensive, and if you're no longer working in an RTO, it's unlikely you'll be able to access and produce the documentation you require.

Anyone who has been working in the industry recently or currently, will find it really easy to complete. It would be best to speak to our Course Advisors about your experience to know for sure if this is doable for you.



## Can I do RPL if I've had lots of experience training and assessing but in another country?

If you have lots of evidence of training and assessment qualifications from a different country like NZ, UK etc you may be eligible for RPL using the Training and Assessment Qualifications held from those countries.

However, because the TAE40122 Cert IV TAE teaches and assesses the design/delivery/assessment and validation of Australian qualifications and uses nationally recognised Australian training frameworks such as the AQF, you would need to be able to show that you have experience training and assessing Australian qualifications as well.

So if you work in Australia as a trainer and assessor, you would certainly be eligible for RPL. If you have never worked in Australia, it would be challenging to provide current evidence of having done these things.



## Can I RPL even though I only train non-accredited qualifications for an enterprise RTO?

Some of the elective units (specifically, TAEDEL414 Mentor in the workplace and TAEDEL311 Provide work skill instruction) would be perfectly suited for people who are training non-accredited courses.

For these units students would certainly be eligible for RPL. However, all core units of the TAE40122 align to Training and Assessment of nationally recognised training products so it may be more difficult to complete RPL assessment for these if you are not delivering nationally recognised trainings such as Cert I, II, Cert II courses for example.



*"Challenges are what make life interesting. Overcoming them is what makes life meaningful." — Joshua J. Marine*

# FREQUENTLY ASKED QUESTIONS

## Who Is This For?

This program is designed for any person who wants to advance their skills as a trainer and assessor and gain the latest qualification, who currently works in an RTO as a trainer and assessor, or who has experience working as a trainer and assessor in the VET (Vocational Education and Training) industry in the last 2 years.



## How Long Does It Take?

It could be done relatively fast if you are predominantly doing CT and RPL, and take the time to have all of your evidence readily available. The average person is working full-time and juggling families and most have a few units where coursework is required so we give you a 12 month enrolment to give you plenty of time to get it all done.



## Are There Flexible Payment Options?

Payment plan options are available for weekly and fortnightly direct debits from credit cards or bank accounts (on request). Details of those options are on the course page once you click "enrol", or your Course Advisor can help you work out what's best for you.



## How Long Do You Take To Answer My Calls or Emails?

All emails are responded to within 8 business hours by our support team.

If we miss your call, just leave a message and we'll call you back within 4 business hours.

## How Much Trainer Support Do I get?

There is no one-on-one trainer support if you go with just Solo support package. However, you can pay as you go for it @ \$50 for a 30-minute session. If you choose the Guided support package, you have 6 hours included. Speak to a Course Advisor to determine what might be best for you.



## What If I Change My Mind?

All students have a 7-day cooling-off period. If you have any issues (at any time) that's making your learning journey difficult, our support team is there to help you resolve them. All you need to do is reach out, which we encourage you to do. There isn't much they can't fix or sort out to keep you moving forward.

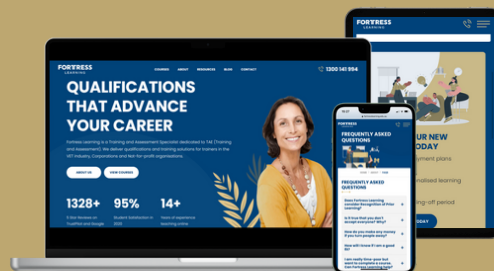
*"There are no shortcuts to any place worth going." - Beverly Sills*



# Here's What You Get Full Access To:

## 1. Our Online Training Portal

This is where you'll access your RPL Kits, all coursework and assessments for any units you need to complete, and be able to submit all of your assessments and evidence for review to complete any CT or RPL units for your TAE40122.



## 2. The Support You Need

You have access to all of the admin, technical and billing support you need, and if you need any trainer support, it's either \$50 per 30 minutes for Solo or set up via a booking link (in your learner portal) for Guided. Most people find that 30 minutes is more than enough time to get all the help you need to keep going.



## 3. Highly Experienced Trainers

Our trainers are highly qualified in Australia and have come from various industries. They can speak in your industry language, helping you to truly understand the material and how it relates to your job but also when it comes to RPL Competency Conversation, having an expert makes it easier to talk through your evidence and experience.



## 4. Expertly Designed RPL Kits

Our integrated RPL kit has been designed to make it really simple for you to be able to provide evidence of your experience in the TAE22 units that are not equivalent to their predecessors. You will complete one RPL Kit to address all of these gaps, making the process streamlined and manageable.



LET'S DISCUSS YOUR TRAINING & CAREER NEEDS

## Need More Help?

If you're not sure what's right for you and you want to talk to someone awesome, or if you just want help enrolling, call or email us. Our Course Advisors are always willing to help.

**FORTRESS**  
LEARNING

[WWW.FORTRESSLEARNING.EDU.AU](http://WWW.FORTRESSLEARNING.EDU.AU)

*Get in touch*

[enquiries@fortresslearning.edu.au](mailto:enquiries@fortresslearning.edu.au)

**1300 141 994**



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TRAINING

RTO 31974