

ENGAGE. EMPOWER. EXCEL.

Workplace Trainer Skill Set (TAESS00020)



YOUR PATH TO A BETTER JOB AND A BETTER LIFE!



FORTRESS
LEARNING

July 2024

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.

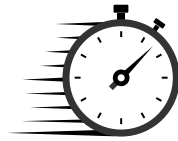


How We Get You To Your New Career



Real Life Training Content

Our in-house created content has been developed to mirror the real world environment, making you a much more confident and experienced trainer before you even step into your first training job.



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

With 3 support packages to choose from to suit you, you won't be paying for anything you don't need, but you will get access to all the support you need to help you get to graduation.

If you're looking
fast and cheap...
READ THIS FIRST!

All TAE Courses are NOT created equally.

Each RTO has to create all of the content, learning guides, assessment guides and additional resources themselves, and there are definitely shortcuts to doing this...

This means the quality of the training is VASTLY different. A low-quality training will cost you time, be a lot harder than it needs to be to finish it, and in the end, you may not be as prepared for the job.

KM Kate M
1 review AU

★★★★★ Verified

2 May 2023

5 star service from day 1!

5 star service from day 1!! I had previously been enrolled with another RTO but was having difficulties with their online course and a friend recommended I contact Fortress Learning and there was no turning back. The customer service was faultless, very prompt replies to my initial enquiry and I was able to book in a call with my trainer Deb at short notice to answer my questions before I enrolled in a TAE course I needed to complete. The online modules were easy to follow and the assessments were outlined clearly as to what was expected and there were templates available as a guide if needed. Deb went above and beyond to assist me throughout my training and was very professional in her manner. Debs wealth of knowledge in the VET sector, in particular in health was extremely valuable and I can't thank her enough for her support. I would not hesitate to recommend Fortress Learning to anyone looking to enrol in online training and will certainly be back in the future for any training needs.

VO Victoria O'Halloran
1 review AU

★★★★★ Verified

20 Mar 2023

Excellent online learning experience...

Excellent online learning experience with Fortress. I completed the final 15 modules of a Cert IV in training and assessment with Fortress. Their learning support was exceptional. They were proactive, responsive and practical. I have used other training providers before and was not recommend them. I wholeheartedly recommend Fortress.

RP Rachel Pace
1 review AU

★★★★★ Verified

30 Apr 2023

If you want to complete your TAE studies do it with the best, do it with Fortress Learning!

I highly recommend Fortress Learning as the RTO to complete your Cert IV TAE via distance education through. I was previously with another RTO who went under nearly halfway through my course. Fortress marked the assessments I had completed and were able to grant me RPL. My trainer, Deb, was amazing. The support I received throughout the course was amazing. Assessments were marked within a week and feedback was always constructive. If you want to complete your TAE studies do it with the best, do it with Fortress Learning!

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.



THE FORTRESS DIFFERENCE

Many of our students come to us feeling stuck in a job they don't love anymore, worn out by its relentless demands and ready for something new.

If you're like them, you're looking for something fresh, something that still supports your family and brings you joy, but the thought of studying and starting something new can be stressful and, scary—we get it, and we're here to help.

We understand the urgency for change but we also know that the quickest and cheapest solutions often end up way more costly.

It's true that balancing work, life, and studying can be tough, but that's why we've put in the time and effort to make it feel super doable:

1. WE HAVE ONE OF THE FASTEST MARKING TIMES IN THE INDUSTRY

This means you can get momentum and keep going with very little waiting on us, 4 - 8 days max.

2. WE'VE DONE A LOT OF THE WORK FOR YOU

Some companies don't bother to create all the resources you need for your assessments; you're just expected to create them yourselves. We have created everything, saving you time and energy.

3. WE'VE MADE THE COURSE MATERIAL ENGAGING AND EASY TO UNDERSTAND

With extra video and PDF Guides to help you move through it almost effortlessly without missing any critical learning that will make you a great workplace trainer.

4. WE'VE MADE IT AS CLOSE TO THE REAL WORLD AS POSSIBLE!

So you graduate being a better prepared and confident trainer, ready to start the job on day 1!

Now, it's all good for us to tell you this, but what matters most is what others say about their experience with us, so check out our reviews on Trustpilot, Google, Product Review and Facebook.

WHAT ELSE SETS US APART

- ✓ Certificates issued within 7 business days once checks have been completed
- ✓ Top class support (read our reviews)
- ✓ Trainers are all located in Australia
- ✓ Less than 4 business hours for a call back, or 8 business hours to reply to your email.

WORKPLACE TRAINER SKILL SET (TAESS00020)

This skill set provides the necessary skills and knowledge for workplace trainers and for those who train under supervision in the vocational education and training (VET) sector via a workplace delivery model.

With this skill set you gain a Statement of Attainment. This is an alternative path to gaining the full Certificate IV in Training and Assessment (TAE40122) qualification as you can complete other skill sets that directly credit transfer across.



COURSE REQUIREMENTS

We provide everything else, but to complete the practical assessments, you will need the following:

- 4 volunteers to act as your “learners” for your face-to-face group training assessment (you must conduct 3 sessions with the same 4 people) and...
- 1 additional learner (who can't be one of the other 4) for 2 individual training sessions (a total of 5 people).

IMPORTANT NOTE: These group training sessions must be in person with your learners, which you record to submit for your assessment; you cannot conduct a Zoom group training.



THE TECHNICAL CONTENT OF THE UNITS

TAEDEL411 – Facilitate Vocational Training

This unit describes the skills and knowledge required to plan, prepare for and facilitate the vocational training of individual and group learners via a face-to-face, in-person delivery mode.

It includes customising and using existing session plans and learning resources, using these plans to facilitate training, and reviewing own practice.

The unit applies to entry-level vocational education and training (VET) teachers and trainers who use training and technical skills to deliver a training base.

1. Plan and Prepare for Vocational Training:

- Identify the purpose, target group, learning resources and requirements for training from the training and assessment strategy.
- Access nationally recognised units of competency or other performance benchmarks and identify the required performance standard.
- Arrange and review delivery plans, session plans and learning resources according to legislative and regulatory requirements.
- Identify and organise required support for foundation skill and learning needs within the scope of your role, making necessary adjustments and/or accessing specialist support where required.
- Identify and assess safety constraints and risks to training in line with work health and safety (WHS) policies and procedures.

2. Customise Vocational Training:

- Review information about learner characteristics and needs and their work context to identify customisation needs.
- Customise session plans and learning resources to suit learners and their context.
- Record amendments according to organisational procedures.

3. Deliver Face-To-Face Vocational Training:

- Prepare learning environment and check equipment prior to use according to organisational requirements.
- Facilitate face-to-face training sessions according to session plans.
- Use training facilitation techniques and activities that support and engage individual learners and groups of learners.
- Present information to individuals and groups using presentation techniques and aids.

THE TECHNICAL CONTENT OF THE UNITS

TAEDEL411 – Facilitate Vocational Training Cont...

3. Deliver Face-To-Face Vocational Training (cont):

- Identify and monitor health and safety hazards and risks, and implement and adjust risk controls to address risks during training.
- Maintain and store training records according to organisational requirements.

4. Support Individual And Group Learning:

- Monitor and document learner progress according to organisational procedures.
- Monitor individual and group learning to identify learner difficulties and training challenges.
- Adapt session plans and adjust training facilitation techniques to respond to diverse learner needs and maintain learner motivation, engagement and commitment.

5. Review Vocational Training Practice:

- Seek learner feedback according to organisational procedures.
- Analyse own practice of facilitating training and identify opportunities for improvements.

TAEDEL412 – Facilitate Workplace-Based Learning

This unit describes the skills and knowledge required to prepare for, plan and facilitate workplace-based learning for learners in the workplace. It includes customising and implementing existing learning plans and resources based on products that are nationally recognised or aligned with other recognised frameworks, and reviewing own practice.

The unit applies to entry-level vocational education and training (VET) teachers and trainers who use facilitation and technical skills to facilitate learning in the workplace based on products that are nationally recognised or aligned with other recognised frameworks.



THE TECHNICAL CONTENT OF THE UNITS

TAEDEL412 – Facilitate Workplace-Based Learning Cont...

1. Prepare to Facilitate Workplace-Based Learning:

- Clarify and confirm workplace-based learning objectives and scope.
- Analyse position descriptions and work routines to determine that workplace-based learning can safely meet learning objectives.
- Establish a workplace environment for learning.
- Identify personnel to be involved in workplace-based learning and their job roles and responsibilities.

2. Develop a Plan for Workplace-Based Learning (cont):

- Arrange for integration and monitoring of workplace-based learning activities.
- Identify phases and duration for learners' work-based learning.
- Identify the need for support personnel within work-based learning.
- Draft a plan for workplace-based learning that meets learning objectives, uses a range of learning opportunities, and outlines required safety arrangements.
- Obtain agreement from required personnel to finalise and implement the plan for workplace-based learning.

3. Establish the Learning Relationship:

- Conduct an initial meeting with the learner to commence work-based learning and explain learning objectives and processes.
- Discuss and agree on planned learning opportunities and activities according to any regulatory requirements.
- Select techniques for facilitating learning in the workplace to meet learners' needs and explain the intended approach to learners
- Discuss and organise required support for foundation skill and learning needs within the scope of one's job role and access specialist support where required.
- Monitor supervisory arrangements appropriate to learners' knowledge, skill and experience levels, provide support and encouragement, and ensure learners' health and safety.



THE TECHNICAL CONTENT OF THE UNITS

TAEDEL412 – Facilitate Workplace-Based Learning Cont...

4. Implement Workplace-Based Learning:

- Prepare the learning environment and check equipment prior to use.
- Monitor and address work health and safety (WHS) hazards and risks before and during training.
- Oversee learning activities in the workplace following the sequence of the workplace-based learning plan.
- Implement techniques that facilitate learners' application of skills and knowledge to workplace activities.

5. Develop the Learning Relationship:

- Observe learner cues and change approaches where necessary to engage learners and maintain momentum.
- Encourage learners to take responsibility for learning and to use self-reflection.
- Monitor the effectiveness of your learning relationship through regular interaction.

6. Close and Evaluate the Workplace-Based Learning:

- Use interpersonal and communication techniques to close the learning relationship.
- Seek feedback from learners and workplace stakeholders on outcomes achieved and the value of the learning relationship.
- Evaluate the effectiveness of workplace-based learning against objectives, and the processes and techniques used.
- Review and reflect on your own facilitation of workplace-based learning and identify areas for improvement.
- Recommend improvements to own workplace-based learning practice based on review process.



HM Harley Moss
6 reviews AU

★★★★★ Verified

Apr 6, 2023

A very professional company

A very professional company who understand the complexities of the training and assessing industry. terrific tuition and support as I progressed through my various assignments. great value for money, I will be back again, thanks Deb great to work with you.

Best Regards Harley Moss

DS David Spink
1 review AU

★★★★★ Verified

2 days ago

The online learning was flawless...

The online learning was a flawless experience, it was great to learn at my own pace. It actually didn't take as much time as I thought it was going to.

Thanks

Date of experience: July 05, 2023



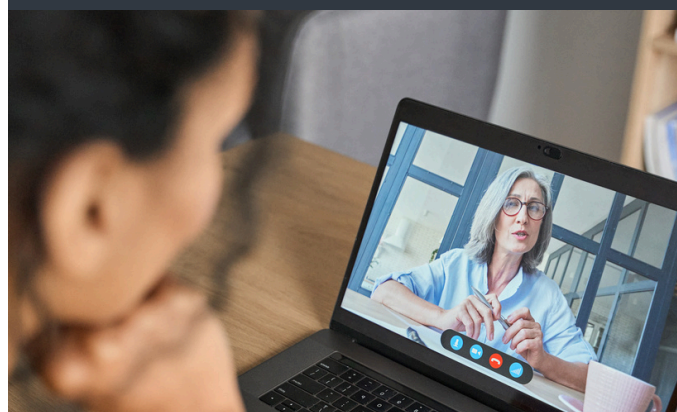
HOW OUR PRICING WORKS

The pricing changes depending on which course option you choose (the amount of included support changes), and then whether you can pay in full or need to select a payment plan option.

We've tailored our pricing to suit your budget and support needs, so you only pay for what you are likely to use. There's also an option to pay-as-you-go for extra 1:1 support if you need it.

We know that sounds complicated, but the following pages include information on the course package options, with pricing tables for each so you can see all the options to make an informed decision.

NB: The course content and qualifications are exactly the same in each package.



YOUR SUPPORT OPTIONS



"ULTIMATE" – FROM \$995

The Ultimate support package includes all admin and technical support you receive in the Solo package, PLUS unlimited hours of 1:1 trainer support, which you can book in 30-minute sessions.

This is the ultimate peace-of-mind package; knowing you can get as much guidance, mentoring and support as you need to get through to graduation.


This option is perfect for people who struggle with self-paced learning, are uncomfortable navigating the online space confidently, and/or typically find learning new things difficult.

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

 ULTIMATE	DEPOSIT	REPAYMENT AMOUNT	NO. OF PAYMENTS	TOTAL
PAY IN FULL	\$995			\$995
WEEKLY	\$195	\$90	10	\$1095
FORTNIGHTLY	\$195	\$180	5	\$1095



Rosie Byrne

1 review  AU



 Verified

Feb 17, 2024

Great experience with Fortress Learning...

My experience with Fortress Learning has been very positive. The content was easy to follow, the assignments all came with videos to assist in understanding how to complete assignments and the team at Fortress Learning were very helpful, quick to respond to emails and understanding.

Date of experience: February 09, 2024



"GUIDED" – FROM \$850


The Guided support package includes all admin and technical support you receive in the Solo package, PLUS 2 hours of 1:1 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 2 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.



 GUIDED	DEPOSIT	REPAYMENT AMOUNT	NO. OF PAYMENTS	TOTAL
PAY IN FULL	\$850			\$850
WEEKLY	\$185	\$75	10	\$935
FORTNIGHTLY	\$185	\$150	5	\$935



Lisa Duncan

1 review  AU



 Verified

3 days ago

So happy I committed and got it finished

I had a lot of trouble getting started and my lecturer and tutor were so supportive and supported my to continue until I completed my Certificate. The course content is thorough and in-depth and worth it when you finish feeling like you can start Training from day one.

My lecturer Deb was supportive and always available for honest feedback.

The process is clear and easy to follow and at any time there are staff to support you. Responses from all staff were prompt and I always felt supported.





"SOLO" – FROM \$700

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.

SOLO	DEPOSIT	REPAYMENT AMOUNT	NO. OF PAYMENTS	TOTAL
PAY IN FULL	\$700			\$700
WEEKLY	\$170	\$60	10	\$770
FORTNIGHTLY	\$170	\$120	5	\$770

DE Deborah
1 review AU



✓ Verified

Apr 20, 2023

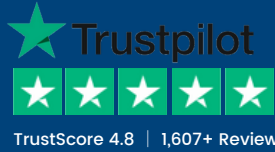
Studying with Fortress Learning

I have had the pleasure studying with Fortress Learning. From the start I was kept informed of all the processes. Communication was excellent. My Training Plan was clear, and the timeframe was achievable. My Trainer/ Assessor was amazing, she was always there when I needed extra assistance. My experience was rewarding as I completed my course in the required timeframe. I would highly recommended studying with Fortress Learning.

Date of experience: April 18, 2023



4.8+ Stars On Every Platform



Wes Harder
1 review AU



Feb 7, 2023

I highly recommend Fortress Learning

I highly recommend Fortress Learning if you are thinking of starting a course or gaining a new qualification. The staff and trainers are thorough, professional, and their attention to detail is excellent. The online portal system is simple to navigate, and the course notes and videos are clear, concise and easy to follow.

I found the trainers and assessors to be readily available, prompt in their replies, and in some instances willing to go above and beyond, especially in my case where a deadline was imminent.

I wouldn't hesitate to recommend Fortress Learning.

Date of experience: February 06, 2023

Stuart Spurdut
1 review AU



Feb 12, 2024

Great experience

I would not hesitate to study with Fortress again, the support is second to none and they are constantly there to support you, Thank you again for all you have done

Date of experience: February 12, 2024

Rosie Byrne
1 review AU



Feb 17, 2024

Great experience with Fortress Learning...

My experience with Fortress Learning has been very positive. The content was easy to follow, the assignments all came with videos to assist in understanding how to complete assignments and the team at Fortress Learning were very helpful, quick to respond to emails and understanding.

Date of experience: February 09, 2024

Geetika
1 review AU



A day ago

Kudos Fortress !!

I had great experience with fortress. The team was always there to assist and help. My trainer Deb, guided me so patiently through the units. There are videos at every step, which are extremely detailed, and helps through the assignments.

I would highly recommend this RTO for any course that anyone is looking at doing.

Date of experience: March 08, 2024

With flexible payment options, and prices starting from just \$700, you're so close to:



- More career choices
- More job satisfaction
- Better work conditions
- Getting your body and health back
- Increased job security
- More quality time with your family and friends
- And passing on your wisdom to the next generation...

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

FREQUENTLY ASKED QUESTIONS

Who Is This For?

This program is designed for anyone who wants to become a workplace trainer but currently doesn't work as one, doesn't work in an RTO and has no experience working as a trainer in the VET (Vocational Education and Training) industry. It's also for anyone with a Statement of Attainment in any other TAE related skill set.



How Long Does It Take?

Most people usually take about 2 – 3 months to complete it around working full-time and juggling families and other life-related things. The more time you allow for your studies, the faster you can complete it, it's really up to you if you want to finish faster than 3 months.



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 outlined above, they're also on the relevant 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.



Can I Get This Done Faster If I Have The Time?

Yes! You can go as fast as you want. Our promise to you is that we'll get ALL your assessments marked within 4 (up to 8 days for the Solo support package only). Many others take 20 – 30 BUSINESS days to mark EACH assessment (plus resubmissions if you don't get it right the first time). Our processes won't slow you down, so how fast you graduate is really up to you!



What If I Change My Mind?

All students have a 30-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.



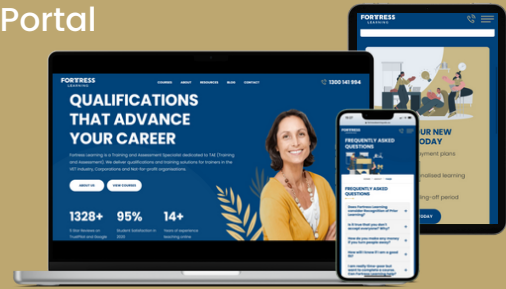
"There are no shortcuts to any place worth going." - Beverly Sills

Here's What You Get Full Access To:

1. Workplace Trainer Skill Set – Online Training Portal

Organised, sequenced and with added video and PDF guides to make understanding the assessments SO much easier, and faster to complete!

This online system makes submitting your assessments and receiving feedback, nice and straight forward.



2. The Support You Need

With 3 support package options, you can choose how much included support you have, but even if you need more, you can pay as you go. No matter what, our support is fast and easy to access.

We are with you every step of the way!



3. Highly Experienced Trainers

Our trainers are highly qualified, located here in Australia, have multiple qualifications and have come from various industries.

They can adapt and speak in your industry language, helping you to truly understand the material and how it relates to your job so you can learn faster and retain more.



5. A Community

We have a Facebook community group for all of our students where you can also ask questions, connect with others who are on a similar learning journey or even find a study buddy to help get you through to the graduation finish line.

Everything is so much better when you're not alone doing it.



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

Get in touch

enquiries@fortresslearning.edu.au

1300 141 994



NATIONALLY RECOGNISED
TRAINING

RTO 31974