

ENGAGE. EMPOWER. EXCEL.

# TAE40122 – Certificate IV in Training & Assessment



UNLOCKING POTENTIAL FOR BRIGHTER FUTURES!



**FORTRESS**  
LEARNING

Updated Oct 2024

# WHO THIS IS FOR

This entry-level program is for anyone who wants to become a trainer and assessor but who currently:

- Doesn't work in an RTO as a trainer and assessor
- Doesn't have experience as a trainer and assessor in the VET industry

If you want to become a trainer for the first time to share your existing skills and knowledge with people entering or upskilling in your industry, then this is the perfect program for you!

If you have experience already, check out our RPL/CT pathway.

"I'm loving the change, I'm loving being in the classroom. First of all, for my own personal reasons, my body is not under the pump anymore, yet I'm still able to do my trade, and, I'm still able to share my knowledge. This gives me a lot of satisfaction; being able to help the next generation to become electricians."

Louis Oosthuizen, taken from his video testimonial filmed on March 15th, 2023.



## COURSE REQUIREMENTS

These are the things you need to make sure you can source, or get access to, in order for you to be able to complete the assessments and the course itself.

You don't have to work in an RTO to be able to do this course though.

### 5 People

These 5 people will act as your "learners" for your practical assessments. 4 for your group training assessment and an additional 1 for one-on-one mentoring.

They can be friends or family but must be over 16 years old and available.

### If You Work In An RTO

You will also have a long list of documents, processes, procedures and organisational strategies that you will need to access or make sure your RTO can provide for you to use.

If you don't work in one, don't worry, we've got everything you need already!

# THE TAE40122 CERTIFICATE IV IN TRAINING AND ASSESSMENT

The Units of Competency we offer in our entry-level program are “clustered” together (you’ll learn about clustering), so you don’t end up doing repeats of the learning content or assessments, which can happen if you learn them one by one (as it used to be done and some companies still do).



## Your Unit “Clusters”

### CLUSTER 01

#### **Work Within the VET Sector**

- TAEPPDD401 – Work effectively in the VET sector (Core unit)
- BSBAUD412 – Work within compliance frameworks (Group C elective unit)

### CLUSTER 02

#### **Designing and Packaging Training and Assessment**

- TAEDES411 – Use nationally recognised training products to meet vocational training needs (Core unit)
- TAEDES412 – Design and develop plans for vocational training (Core unit)

### CLUSTER 03

#### **Delivering, Assessing and Validating Vocational Training and Work-Based Mentoring (face to face)**

- TAEASS413 – Participate in assessment validation (Core unit)
- TAEDEL311 – Provide work skill instruction (Group A elective)
- TAEDEL411 – Facilitate vocational training (Core unit)
- TAEDEL412 – Facilitate workplace-based learning (Group A elective)
- TAEDEL414 – Mentor in the workplace (Group A elective)
- TAEASS412 – Assess competence (Core unit)

### CLUSTER 04

#### **Delivering and Assessing Online Training**

- TAEDEL405 – Plan, organise and facilitate online learning-current elective of TAE40122 (Group A elective)
- TAEASS404 – Assess competence in an online environment-current elective of TAE40122 (Group A elective)



# COURSE DELIVERY OPTIONS

What you need and what another student needs can be very different regarding the amount of support for you to truly learn and to have a relatively enjoyable learning journey, so we have created 3 different options (more details on the next page):

Option 1: Solo (Online & Self-Directed)

Option 2: Guided (Online + 1:1 Mentoring)

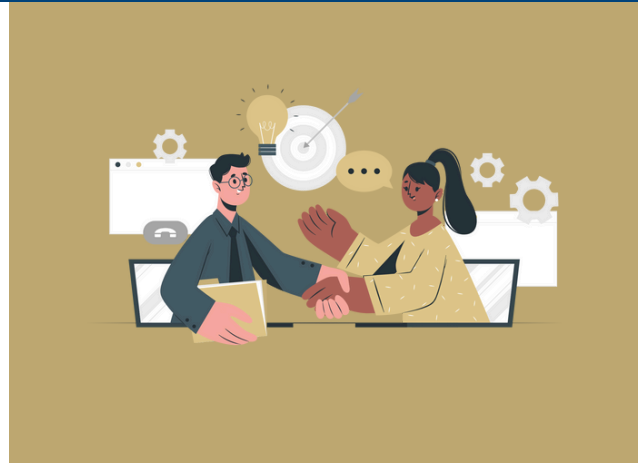
Option 3: Ultimate (Online + Unlimited 1:1)

All 3 options are online and self-paced, the main difference is the amount of included 1:1 support.

The Cert IV TAE content is accessed exclusively via our online Learner Portal. This includes all PDFs, learner guides, videos, and assessment guides.

The Learner Portal is where you'll upload your assessments, receive assessment feedback, and have information and links to get all the additional support you need.

**IMPORTANT NOTE:** The certificate content and end qualification are the same for all options, the only things that change are the assessment marking time and the amount of trainer 1:1 support that's included. Full Learner Portal tech support and admin support are included regardless of your chosen course option.



## Here's the Timeline Of Your TAE40122 Cert IV Journey For Self-Paced

The average timeframe for online and self-paced is 10 - 12 months of part-time study hours. However, you can finish as fast as you can get through the content and complete the assessment tasks successfully. How fast you finish depends on how much time you can allocate to your studies.

### Start Here: Learning Cluster 1

Here, you will begin learning how to work effectively in the VET sector and also how to work within the various compliance frameworks.

### Step 3: Learning Cluster 3

With your knowledge beginning to grow, you will learn how to facilitate vocational training, provide work skill instruction, facilitate workplace-based learning, and understand what it takes to become a mentor in your workplace.

### Step 2: Learning Cluster 2

During this time, you will use nationally recognised training products to meet vocational training needs and learn how to develop plans for vocational training.

### Step 4: Learning Cluster 4

Here, you will learn how to plan, organise and facilitate online learning and assess competence in an online environment.

### Finish Here:

This final period will be for you to review and finalise any outstanding work or to act as a buffer, just in case you need to submit any further coursework before your successful graduation!



# SUPPORT PACKAGE OPTIONS

## "ULTIMATE" – FROM \$4797

The Guided support package includes unlimited admin and technical support, PLUS 12 hours of 1:1 trainer support, which you can book in 30-minute sessions (phone or video).

TR ULTIMATE	DEPOSIT	REPAYMENT AMOUNT	NO. OF PAYMENTS	TOTAL
PAY IN FULL	\$1500			\$4797
WEEKLY	\$150	\$99	50	\$5100
FORTNIGHTLY	\$150	\$198	25	\$5100

You can use this time to ask questions, get some mentoring or even help planning your study time. If you need more than the 12 hours, you can purchase extra trainer time @ \$50 per 30 minutes.

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

## "GUIDED" – FROM \$3797

The Guided support package includes unlimited admin and technical support, PLUS 12 hours of 1:1 trainer support, which you can book in 30-minute sessions (phone or video).

TR GUIDED	DEPOSIT	REPAYMENT AMOUNT	NO. OF PAYMENTS	TOTAL
PAY IN FULL	\$1500			\$3797
WEEKLY	\$150	\$79	50	\$4100
FORTNIGHTLY	\$150	\$158	25	\$4100

You can use this time to ask questions, get some mentoring or even help planning your study time. If you need more than the 12 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 the admin and technical support you need but is a pay-as-you-go package for one-on-one trainer support, so you only pay for what you need!

TR SOLO	DEPOSIT	REPAYMENT AMOUNT	NO. OF PAYMENTS	TOTAL
PAY IN FULL	\$1500			\$2797
WEEKLY	\$150	\$59	50	\$3100
FORTNIGHTLY	\$150	\$118	25	\$3100
















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 suitable 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.

# COMPARISON CHART

## TAE40122 Certificate IV in Training & Assessment Course Options

What's Included?	Solo \$2797 - \$3100	Guided \$3797 - \$4100	Ultimate \$4797 - \$5100
<b>1-On-1 Direct Trainer Support Via Google Meet, Phone or Email</b> During business hours only.	 You can Pay-As-You-Go For Trainer Support ***	 Up To 12 Hrs of Trainer Support (Booked in 30 min sessions)	 Unlimited Trainer Support (Booked in 30 min sessions)
<b>Assessment Marking Turnaround Time</b> Faster turnaround means you can keep going with the next module and graduate sooner!	Within 8 Business Days	Within 4 Business Days	Within 4 Business Days
<b>Validation Workshop</b> Included in your course investment is a free workshop (for simulated pathway students) where you will complete the practical items for your Validation Assessment. You will still need to complete the knowledge questions and submit your assessment documentation after the workshop, but otherwise, the workshop covers it.			
<b>Unlimited Technical and Learner Portal Support</b> From our Student Support team.			
<b>Fast Help, Evening Trainer Support</b> This is a 2-hour block of after-hours trainer access with a 10 minute limit per student per session, held fortnightly.			
<b>12 x "Stay On Track" Videos</b> These extra support and pacing videos limit the overwhelm by breaking your course down into monthly, bitesize, achievable goals, helping you keep the ideal pace to graduate within the enrolment period. No falling behind or having to do the highly stressful, cram-it-in-before-the-deadline, sprint at the end!			

<p><b>Regular Check-Ins From Student Support</b></p> <p>We don't enrol and forget. We care that you're doing ok or want to know if you're stuck, especially if we haven't seen any progress from you for a couple of weeks.</p> <p>No student is left behind!</p>	✓	✓	✓
<p><b>Facebook Support Group</b></p> <p>Connect and collaborate with other students enrolled in your course. Maybe even find a study buddy!</p>	✓	✓	✓
<p><b>How-To Videos</b></p> <p>These extra videos take you step-by-step through your Learner Portal, showing you exactly where everything is so you can get started fast and keep going!</p>	✓	✓	✓
<p><b>Access to 96 Videos from the "Master Trainer Series"</b></p> <p>By Brain Friendly Training - \$199 if you want to purchase them yourself.</p>	✓	✓	✓
<p><b>The Small Stuff Videos</b></p> <p>A series of 52 video tutorials demonstrating the small things that can make a big difference to your training design and delivery.</p>	✓	✓	✓

We go beyond giving you just the basic skills; we have included a bonus that will turn you into a MASTER TRAINER... See page 13!!





# HOW IT WORKS

## ONCE YOU ENROL:

Within 24 hours you'll be emailed with access details to your learner portal and you'll get a welcome call from our team to make sure you can access everything you need, and all of your questions are answered so you can start confidently.

The learner portal has your entire course set out in a logical and sequential order, including an introductory video showing you how to navigate around it. As you complete each content item, it gets marked as complete so you always know where you're up to.

## DURING YOUR ENROLMENT:

We recommend setting aside around 10 hours a week to study but to help you know how much you need to get done each month, you have "Stay On Track" videos in your portal and we prompt you to watch them via email. They outline only the content you need to do that month to be able to finish within your 12-month enrolment easily.

We monitor your progress, and if we notice you've stalled for a few weeks, one of our support team will personally reach out to see if everything is ok and offer options or suggestions where there is anything we can do anything to help.

## ASSESSMENTS:

Your assessments are uploaded in the portal where our assessors can see them, mark them and provide any constructive feedback where it hasn't hit the mark and how you can get there in a second attempt.

Assessments are marked within 4 business days for Guided and Ultimate and within 8 business days for Solo.



## TRAINER ACCESS:

**ULTIMATE** – Your portal will contain a link to book a 30-minute block with a trainer. The package includes unlimited hours, so we recommend you set up a regular weekly session with your trainer for accountability and then book additional sessions if you need help and extra support. You can book trainer time for the same day (if you book early enough in the day) or the next day in most cases.

**GUIDED** – Your portal will contain a link to book a 30-minute block with a trainer if you need help. The package includes 12 hours, enough for one session a fortnight and typically plenty for the average student.

**SOLO** – While there isn't any included trainer 1:1 time, if at any point you need help, there is a link in your portal so you can pay \$50 for a 30-minute block. You would only choose this option if you're pretty confident you can learn using videos and PDFs, and if for some reason you find it more challenging than you planned, you can always upgrade to Guided.



## GRADUATION:

Once your last assessment has been marked and passed, and it's confirmed that you've completed the last payment on our course, our support team will process your qualification so you can receive it within 7 business days.

# I WORK IN AN RTO, CAN I USE OUR CONTENT IN MY COURSE?

Yes, you can! By choosing the “Work-Based Pathway” you can nominate the topic and focus of the training you design to be one you can actually use in your RTO once you’re done, or even use one they already offer.

It also means that you can use your RTO’s real live resources, assessment tools and existing strategies instead of having to create them from scratch, and when you need a fully qualified Trainer and Assessor\* to observe you doing a live training for your assessment task, you can have one of your colleagues do that.

(\* Conditions apply for observers regarding their held qualifications and eligibility to be a workplace observer – you can find more information about this in the list below of what you will need if you choose this pathway).

Below is what you’ll NEED to have access to and if you can’t get this list, we highly recommend the “Simulated Pathway” that we designed for people who don’t work in an RTO because we provide everything you need making it a LOT easier.

## WHAT YOU’LL NEED:

Here is the list of things you will NEED to organise, find and make sure your RTO has (or will allow you to access) that is up to ASQA standards so you can complete your assessment tasks and make this pathway an option for you:

- The National Register of VET ([training.gov.au](http://training.gov.au), or its successor)
- VET sector job role information
- Information relevant to an entry-level VET teacher, trainer and assessor about:
  - Organisational requirements
  - Legislative and VET regulatory requirements and associated guidance information.
  - Organisational procedures plus templates for designing and developing plans for vocational training based on nationally recognised products
- Nationally recognised training products
- Clients/Cohorts of learners that you can package a qualification for
- Training and assessment strategies for required training
- Session plans and learning resources that address the requirements of a training product that is nationally recognised or aligned with other recognised frameworks
- A minimum of 4 people to be learners for a face-to-face, in-person, group-based training
- An additional person (can’t be one of the 4 above) to be a learner who requires 1-on-1 mentoring, doing a workplace-based training
- Students that can be assessed against at least 2 entire units of competency from a nationally recognised training package or accredited course. This must include access to assessment systems plus current and validated assessment tools, including access to a provided RPL kit
- Organisational procedures for facilitating individual and group-based vocational and work-based training

If you don’t know what many of these are, that’s okay. You’ll need to speak to your manager and find out if you’ll have access to EVERYTHING you need, particularly the minimum of 5 people to be learners in your practical assessments. If not, or it just gets all too hard to find/access everything, don’t worry. We have you covered with option 2...



# I DON'T WORK IN AN RTO, HOW CAN I DO THE COURSE?

Don't worry, our development team have spent a HUGE amount of time, energy, planning and effort to create a whole virtual RTO (called "X-Factor RTO") for you to use in our "Simulated Pathway". This has been over a year in the making because they have gone to great lengths to make it as close to a real-life experience as possible. Hats off to our development team here!

Everything has been created for you and is completely accessible, so you don't have to create it, find it, or figure it out yourself (which most RTOs expect you to do). This is going to save you a lot of time and sanity!

We provide you with the assessment tools, all the learning resources, training and assessment strategies, and all of the VET policies and procedures you need (you can expect to come across these when you work in an actual RTO).

The assignments in our Virtual RTO are based on real-life scenarios that will give you a very realistic experience of what it will be like working for an RTO as a trainer and assessor once you graduate. Included in all options is a 1-day workshop to make sure you're able to complete the necessary practical assessment for the following unit:

- TAEASS413 – Participate in Assessment Validation.

Unfortunately, you can't become a trainer without actually designing and delivering training to real people. You also can't become an assessor without using assessment tools and assessing real students, but as you can see, we help you do all of this.



## WHAT YOU'LL NEED:

Compared to the Actual RTO Work-Based Pathway, here is the list of things you need to organise for all course package options:

- A minimum of 4 people to be learners for a face-to-face, in-person, group-based training
- An additional person (can't be one of the 4 above) to be a learner who requires 1-on-1 mentoring, doing a workplace-based training

The people you choose may be family, friends and/or colleagues. You need to record the training session and be able to upload the recording to us via your Learner Portal (you have unlimited tech support if you need help doing this part).

Note: If using family/ friends, they must be 16+ years old to be considered one of your learners.

**IMPORTANT:** While we've done a LOT of work to make this pathway easier, make no mistake, you still have a lot of work to do because this qualification is not easy. We just haven't made it any harder than it needs to be, and we're one of the only RTOs that has gone the extra mile to do this. The kicker is you won't even get to truly appreciate it until you're in your own RTO and can see how our virtual RTO has really prepared you for life as a trainer and assessor! Oh well, we know you'll get it once you know what we know.



# OTHER FREQUENTLY ASKED QUESTIONS

## Who Is This For?

This program is designed for anyone who wants to become a trainer and assessor, but who currently doesn't work in an RTO as a trainer and assessor, and has no experience working as a trainer and assessor in the VET (Vocational Education and Training) industry. If you have experience, check out our RPL/CT TAE40122 course.



## How Long Does It Take?

Most people take about 10 to 12 months to complete it around working full-time and juggling families and other life-related stuff. If you schedule regular time to study, you can complete it faster than the 12-month enrolment. If you decide to put full weeks into study, you can complete it faster. It's self-paced so the speed is mostly up to you!



## 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 - 8 business days. 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!



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

Our student support and office team are very good at responding to your emails within 8 business hours.

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



## 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 relevant course page once you click "enrol", or your Course Advisor can help you work out what's best for 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.



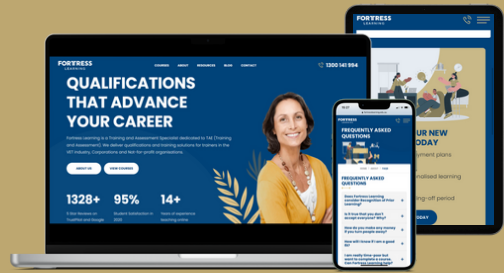
*"There are no shortcuts to any place worth going." - Beverly Sills*

# Here's What You Get Full Access To:

## 1. Your Online Training Portal

This is where you'll find all of your unit content laid out in an easy-to-follow, logical sequence of lessons and videos that are marked "complete" as you complete each item so you can see your progress.

The assessment video guides also explain precisely what you must do for each assessment to do it right the first time.



## 2. Pacing Videos to "Stay On Track"

These extra videos limit break your course down into monthly, bitesize, achievable goals, helping you keep the ideal pace to graduate within the enrolment period.

No falling behind or having to do the highly stressful, cram-it-in-before-the-deadline sprint at the end!



## 3. The Support You Need

With 3 delivery options, you can choose your best learning environment and how much included support you have, but even if you need more, you can pay-as-you-go or upgrade. No matter what, our support is easy to access.

We are with you every step of the way!



## 4. Highly Experienced Trainers

Our trainers are highly experienced, 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.





# Get Ready To Go From Good To GREAT!



While studying the Cert IV gives you the foundation to become a good trainer, we want to set you up to graduate with even more confidence, knowledge and skills by giving you additional training and professional development from the start.

This is how you stand out above the rest when you go for that new job!

We also want to help you gain the mastery, wisdom, and confidence to become the type of trainer that can change lives. Not just your own but also those of your future students from day 1.

## EXCLUSIVE BONUS INCLUDED:

### The Master Trainer Series

This bonus 96 video training will take you from good to GREAT:

- ✓ Learn how to become a trainer who is highly engaging
- ✓ Transform your training delivery to be even more effective
- ✓ Become an in-demand trainer and assessor because of your higher level of skill and knowledge



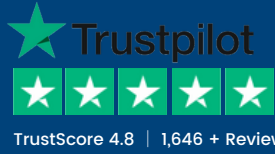
If You Have  
The Grit And  
Determination  
To Outwork  
The Rest...



Then we have  
the track record  
and support to  
help you take  
your career to  
the next level.



# 4.8-5.0 Stars On Every Platform



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



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



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



1 review AU



Verified

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, multiple delivery options and prices starting from just \$2797... 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 TEACH OTHERS IN YOUR INDUSTRY WITH COMPLETE WISDOM AND CONFIDENCE.

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**



NATIONALLY RECOGNISED  
TRAINING

RTO 31974