

Information pack

TAE40122 – Certificate IV in Training & Assessment Experienced VET Professionals



FORTRESS
LEARNING

Unlocking potential for brighter futures

WHO THIS IS FOR

This is for anyone currently working in the VET sector as a trainer and assessor, a lead trainer and assessor, a VET teacher in a high school or teaching TAFE, who may be working as a training manager, and has numerous years of experience.

This would mean that you also currently hold the Cert IV in Training and Assessment TAE40110 or TAE40116 or a Bachelor of Education.

This isn't for anyone who doesn't hold one of the above qualifications, isn't currently working in one of the above roles, or hasn't been working in the VET sector for a number of years. This pathway largely uses RPL to complete your qualification, so having current experience and additional qualifications are necessary to be accepted into this course.

If you have had a lengthy break but hold the Cert IV TAE40116 qualification, you should look at the TAE40122 – Certificate IV In Training And Assessment (Upgrade from TAE40116) course, and if you are a high school teacher who isn't qualified to teach VET courses yet, look at the VET Delivered to School Students Teacher Enhancement Skill Set (TAESS00024).

If you aren't sure if you are eligible to enrol in this course, speak to one of our Course Advisors.

ENTRY REQUIREMENTS

You must have several recent years of experience working as one of the above job descriptions AND you hold either the TAE40110, TAE40116 or a Bachelor of Education.



For RPL/CT Eligibility, 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?

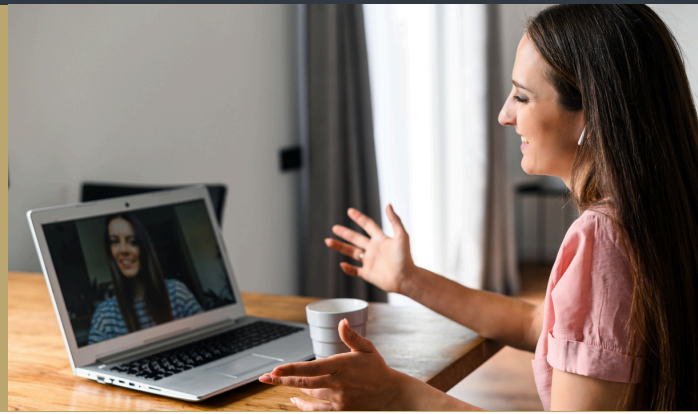
(NB: Check that your RTO will allow you to access and submit documented evidence)

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

HOW IT WORKS

BEFORE YOU ENROL:

First, we need to confirm which units will make up your TAE40122 qualification, so you need to email us your existing qualifications. These can include your TAE40116 and TAE40110 Cert IV Transcripts, along with anything else that you feel might be recognised (such as Diploma Transcripts or other Cert III or IV Qualifications you have completed).



PLP DISCUSSION & ENROLMENT INTERVIEW:

After receiving your documents, we book your call so together we can answer Personal Learning Plan (PLP) Survey to learn more about your current experience and to find out which units we can do a credit transfer to complete, which units you can do via an RPL kit and if there are any units left over that you'll need you to do course work to complete which will make up your PLP.

We have this conversation before we complete your enrolment because the cost of your course depends on how many units can be credit transferred.

Once we have completed your PLP survey and confirmed your PLP, we will calculate the course cost for you and then you can choose to continue with the enrolment or not. To complete it, you make your payment or the first installment of your payment plan, then we submit your PLP to our admin team.



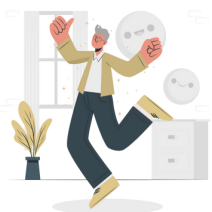
COURSE ACTIVATION:

Within 4 business hours, our Student Support team will your Learner Portal will be set up and activated using your PLP so when you log in, you will see the RPL kits for the units we've confirmed you can do RPL for, course work modules for the units you still need to complete and any units already completed via credit transfer will be marked as done.



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.



Our RPL PROCESS

Our Recognition of Prior Learning (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 TAE40122 CERTIFICATE IV IN TRAINING AND ASSESSMENT

This is the full list of the Units of Competency included in this qualification. The packaging rules are: Required number of units = 12; 6 core units plus 6 elective units, of which at least 3 must be from Group A and of the remaining elective units, all may be from the elective units in Group B or C.

CORE UNITS

TAEASS412 Assess competence
TAEASS413 Participate in assessment validation
TAEDEL411 Facilitate vocational training
TAEDES411 Use nationally recognised training products to meet vocational training needs
TAEDES412 Design and develop plans for vocational training
TAEPPD401 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
TAEDEL311 Provide work skill instruction
TAEDEL405 Plan, organise and facilitate online learning
TAEDEL412 Facilitate workplace-based learning
TAEDEL413 Facilitate distance-based training
TAEDEL414 Mentor in the workplace
TAEDEL415 Complete a practicum in a vocational education and training environment
TAEDEL416 Facilitate learning for young vocational learners
TAETAS411 Maintain training and assessment information

Group B Learner Support

TAELLN421 Integrate core skills support into training and assessment
TAELLN422 Use foundation skills resources, strategies and advice
TAELLN423 Integrate employability skills support into training and assessment
TAEXDB411 Plan and implement individual support plans for learners with disability
TAEXDB511 Develop and implement training and assessment strategies for learners with disability

Group C General

BSBAUD411 Participate in quality audits
BSBAUD412 Work within compliance frameworks
BSBHRM413 Support the learning and development of teams and individuals
BSBTWK401 Build and maintain business relationships

SUPPORTING YOU TO COMPLETION

SUPPORT

At Fortress Learning, we believe that support is the cornerstone of success. That's why we're committed to providing you with all the guidance and assistance you need throughout your learning journey. From dedicated Course Advisors to expert trainers and an intuitive online learner portal, we've got your back every step of the way. Here are just some of the ways we help with your learning journey.

Student support: Call our support team in the office on 1300 141 994 any time within business hours for assistance with your learner portal, any tech issues or any course inquiries and they will direct you to the right place to look or put you in touch with a trainer.

Facebook Support Group: Join our Facebook Support group to ask fellow students for any guidance, you never know the connections and life long friendships you might make!

Optional Additional 1/1 trainer tutoring sessions : Get 1/1 – 30 minute Google or Zoom meetings with a trainer to assist you if you get really stuck! (fees apply).

Student Support – Targeted Support and Progress check- ins: – we care about your success and pride ourselves on our great completion rates. We check in regularly (at least once a month) with monthly texts and little reminders when you are not progressing as you should be and we invite you to chat with one of our team to set up support strategies that may work for you if your circumstances change (this ranges from extensions, deferral of course time to targeted trainer led support – we personalise this depending what your needs are!

GRADUATION

At Fortress Learning, graduation isn't just a milestone – it's a celebration of you. You're not just a number to us; you're an important part of our story, and we're proud to have been part of yours.



WHAT OUR GRADUATES SAY ABOUT US

Fortress is the best for Online TAE

I was very well supported by Fortress

Fortress Learning is a great Training Company.

High Quality Learning

Very positive experience

The GOAT of RTO's



Truspidot 4.8 ★★★★★

Based on 1,623 reviews



Rating 5.0 ★★★★★

Based on 357 reviews

FREQUENTLY ASKED QUESTIONS



What If I Haven't Worked As A Trainer And Assessor For Over 2 Years?

You could attempt this pathway but it's going to be extremely difficult if your experience isn't current. The evidence presented for RPL needs to be comprehensive to satisfy the assessment criteria. 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 worked 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 pathway is doable for you.

How Does A Credit Transfer Work?

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.



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 fortnightly direct debits from credit cards or bank accounts (on request). Details of those options are outlined 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?

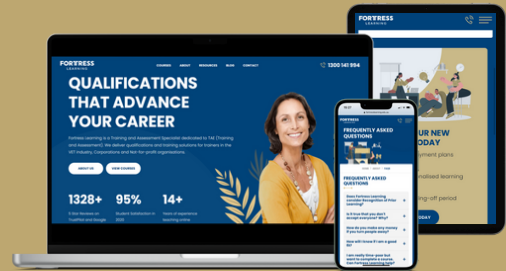
All students have a 30-day cooling-off period. If you have any issues (at any time) that's making your learning journey difficult, our support team is there to help you resolve them. All you need to do is reach out, which we encourage you to do. There isn't much they can't fix or sort out to keep you moving forward.

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

Here's what makes our delivery of the TAE40122 Cert IV VET Professionals stand out

1. Our Online Learner 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

Reach out during business hours at 1300 141 994 for help with tech issues, course queries, or trainer assistance. The learner portal also offers an intuitive help function for pinpointed trainer support. Stay on track with monthly reminders and personalised support strategies, including extensions or trainer-led guidance if needed.



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

Not sure which option is best for you? Need help enrolling?

Our amazing Course Advisors are here to help! Give us a call or send us an email—we're always happy to assist.



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