

Information pack

# TAESS00020 – Workplace Trainer Skill Set



**FORTRESS**  
LEARNING

Unlocking potential for brighter futures



# TAESS00020 WORKPLACE TRAINER SKILL SET

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.

## **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.



# 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

High Quality Learning



Truspidot 4.8 ★★★★★

Based on 1,623 reviews

I was very well supported by Fortress

Very positive experience



Rating 5.0 ★★★★★

Based on 357 reviews

Fortress Learning is a great Training Company.

The GOAT of RTO's

# 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 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.



## 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 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!



## 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.



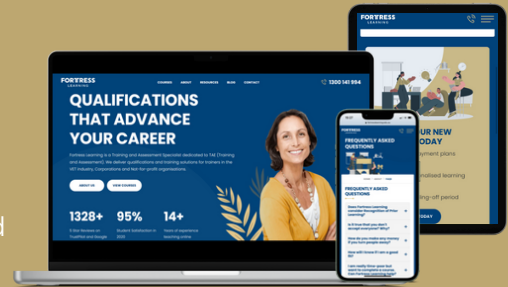
*"There are no shortcuts to any place worth going." - Beverly Sills*

# WHY CHOOSE FORTRESS

## 1. 24/7 Access To Our Learner 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

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. Fast Assessment Marking Times

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

With a maximum turnaround time of 4 business days for all of your assessments, the speed of completing your qualification is mostly up to you. Bonus!



## 4. Experts At All Things Training & Assessment

We've been training, supporting, and mentoring our industry's next generation of trainers, assessors and VET leaders since 2009. We know our industry inside out because we do this and ONLY this! We have a hard earned reputation for producing high-quality trainers, assessors and leaders.



# 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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LEARNING

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