

MAY 2025

RTO 31974

Information pack

# TAESS00021 – Facilitation Skill Set



**FORTRESS**  
LEARNING

Unlocking potential for brighter futures



# TAESS00021 FACILITATION SKILL SET

This skill set provides the skills and knowledge to work as a qualified trainer but with supervision. This is an alternative path to the full TAE40122 Certificate IV in Training and Assessing.

With this skill set, you can gain a Statement of Attainment and start working in an RTO as a trainer under supervision, adding the remaining skill sets and/ or units later to gain the full qualification.



## 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.

## EXCLUSIVE BONUS INCLUDED:

Fortress Learning, in collaboration with VELG Training, is pleased to offer graduating students a complimentary 6-month subscription to VELG Training as part of the VELG Edge Initiative. This subscription includes access to:

- ✓ Webinars and Events
- ✓ Professional development opportunities
- ✓ Industry resources and more



You can learn more about VELG Training by visiting their website: <https://www.velgtraining.com>

# 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 plan, 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 own role; and make necessary adjustments and/or access 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.





# THE TECHNICAL CONTENT OF THE UNITS

## TAEDEL411 – Facilitate Vocational Training Cont...

### 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.
- 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.





# THE TECHNICAL CONTENT OF THE UNITS

## **TAEDES412 – Design and Develop Plans For Vocational Training**

This unit describes the skills and knowledge required to design, develop and document plans for vocational training to be delivered by vocational education and training (VET) teachers and trainers.

It involves identifying the objectives and intended outcomes of the training and the characteristics of the target learners, selecting nationally recognised training products, and developing the plan for training and individual session plans.

The unit applies to individuals who design training for group learning in face-to-face, online and blended vocational training contexts using nationally recognised products.

### **1. Plan Vocational Training:**

- Identify and collaborate with required stakeholders.
- Identify objectives and intended outcomes of the training, intended mode of delivery, and suitable learning environment.
- Identify target learners and their characteristics, including foundation skills and learning needs within the scope of your job role.
- Access specialist support where required according to organisational procedures.

### **2. Design a Plan For Vocational Training:**

- Access and interpret nationally recognised training products and identify training and assessment requirements.
- Analyse a unit of competency or skill set, and identify learning components to scaffold.
- Determine a training sequence for the delivery of skills and knowledge to support learner progression.
- Determine learning activities to support and engage learners in each component.
- Identify and evaluate the suitability of existing learning resources.
- Estimate the duration of training required for each learning component tailored to learner group characteristics.
- Document overall plan and structure according to legislative and regulatory requirements, organisational procedures and sustainability considerations.

# THE TECHNICAL CONTENT OF THE UNITS

## TAEDES412 – Design and develop plans for vocational training Cont....

### 3. Develop session plans for vocational training:

- Develop session plans that include a range of facilitation techniques to engage learners.
- Review session plans and ensure that required skill and knowledge requirements have been addressed.
- Document session plans according to organisational policies and procedures.



## 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—often sooner. With fast marking times, it means you can quickly review feedback, make improvements, and resubmit without delay—keeping your momentum going and your goals within reach.



# 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).

**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

## Who Is This For?

This course is designed for anyone who wants to become a trainer but currently 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?

The enrolment period for this course is 2 months, which is ample time for the average student who can only study part-time and outside normal working hours, to complete all of the work and assessments in this course. It just requires regular study hours and reaching out for help if and when you need it.



## 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 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 start the course anytime?

We offer rolling enrolments which means you do not have to wait to enrol in your course. Upon notification of your application and payment of the initial \$150 deposit, we will reach out to ensure your suitability for enrolment with our pre-enrolment survey. Once all pre-enrolment and enrolment checks are complete, we will activate your learner portal, you will receive login details and you can begin your course and access all of your training and assessment materials.



## 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.



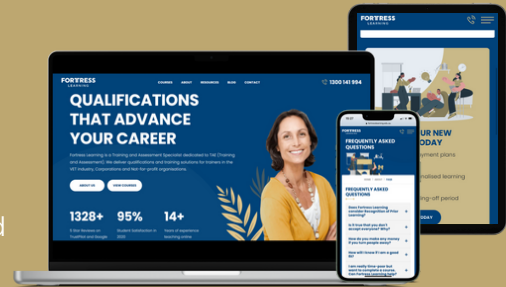
*"There are no shortcuts to any place worth going." - Beverly Sills*

# 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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