

DECEMBER 2024

RTO 31974

Information pack

TAESS00028 – Work Skill Instructor Skill Set



FORTRESS
LEARNING

Unlocking potential for brighter futures



TAESS00028 WORK SKILL INSTRUCTOR SKILL SET

This skill set will qualify you to start working as a Work-Skill Instructor both in person and online, delivering nationally recognised training, under supervision within the VET sector.

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:

- You'll need at least 2 people to volunteer to act as your "learners"; one can be your "individual" learner.

You need to conduct 3 work skill instruction sessions, which can be in-person or online using a platform such as Zoom.

Each session needs to be at least 30 minutes long and involve a different work skill. For your assessment, you'll deliver 2 sessions to an individual learner and 1 session to a small group of 2 learners.



THE UNITS OF COMPETENCY

TAEDEL311 – Provide Work Skill Instruction

This unit describes the skills and knowledge required to conduct individual and small group work skill instruction using existing support materials and demonstration of work skills as a training strategy; and assesses the success of training and one's own training performance.

It focuses on the training being driven by the work process and context.

The unit applies to a person working under supervision as a work skill instructor in various settings not restricted to training organisations.

TAEPDD401 – Work effectively In The VET Sector

This unit describes the skills and knowledge required to operate within the vocational education and training (VET) sector regulatory and operational context relevant to the job role of an entry-level VET teacher, trainer and assessor.

The unit applies to VET teachers, trainers and assessors who use a range of general competencies and knowledge to work effectively within the VET sector and typically within a Registered Training Organisation (RTO).



“If it is important to you, you will find a way. If not, you'll find an excuse.” - Ryan Blair

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 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.



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.



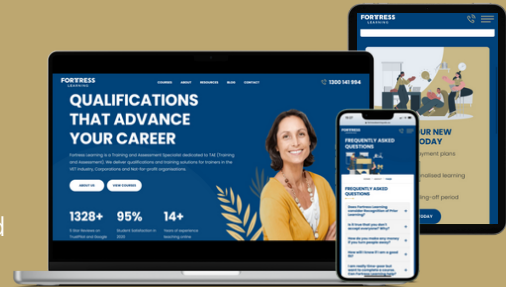
"There are no shortcuts to any place worth going." - Beverly Sills

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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