

MAY 2025

RTO 31974

SINGLE UNIT - Information pack
TAEASS404 Assess Competence
in an Online Environment



FORTRESS
LEARNING

Unlocking potential for brighter futures



THE TECHNICAL CONTENT OF THE UNITS

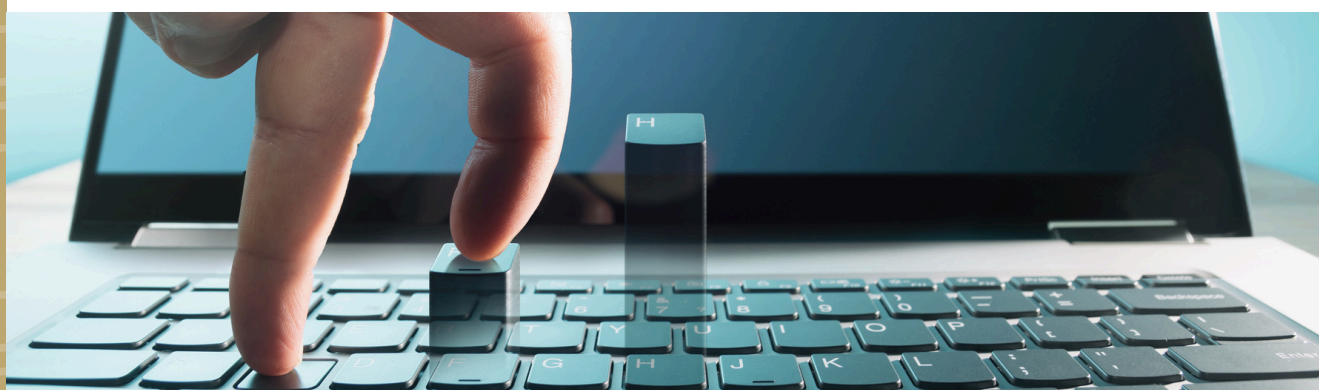
TAEASS404 Assess Competence in an Online Environment

1. Prepare to Assess in Online Environment

- Review purpose and requirements of assessment against learning outcomes
- Source and interpret plan for online assessment and confirm it meets identified need and applicable organisational policies and procedures, and confirm with required personnel as required
- Access information, digital resources, electronic applications and communication channels required for assessment
- Confirm technology, digital tools and assessment conditions required to conduct online assessment activities
- Ensure candidate/s have clear understanding of technology requirements for assessment, and where required explain, discuss and agree on details of planned online assessment and candidate's digital needs
- Identify and organise required support for foundation skill, assessment and technical needs within scope of own role; and access specialist support where required

2. Administer Online Assessment

- Confirm that authentication of candidate identity and security requirements are in place according to plan
- Progressively gather and record authentic evidence using required methods and tools and according to plan, organisational policies and procedures, and regulatory requirements
- Troubleshoot any technological challenges or issues that arise within scope of own role, and escalate where required
- Make necessary and reasonable adjustments to assessment process in relation to any candidate support needs
- Facilitate two-way communication with candidate/s being assessed as required and according to regulatory requirements



THE TECHNICAL CONTENT OF THE UNITS

3. Make Assessment Decision of Evidence Submitted Online

- Review collected evidence and confirm it meets rules of evidence
- Make and record assessment decision based on collected evidence and according to principles of assessment and organisational policies and procedures
- Inform required parties of assessment decision, or confirm decision notification, according to organisational policies and procedures, and regulatory requirements
- Facilitate clear and constructive two-way feedback with candidate/s regarding assessment process and decision, and clearly document any required follow-up

4. Finalise Online Assessment Process

- Record and store assessment outcomes according to online assessment system, organisational policies and procedures, and regulatory requirements
- Review online assessment process and seek feedback from candidate/s and required personnel, recording any relevant technological challenges or issues
- Identify opportunities for future improvements and make any necessary adjustments for future assessment delivery or advise required personnel as necessary

(Source from the Training.gov.au website - https://training.gov.au/TrainingComponentFiles/TAE/TAEASS404_R1.pdf)

Practical Requirements

For Workbased and Coursework pathways and as part of the evidence being demonstrated for RPL assessment pathways you will require access to:

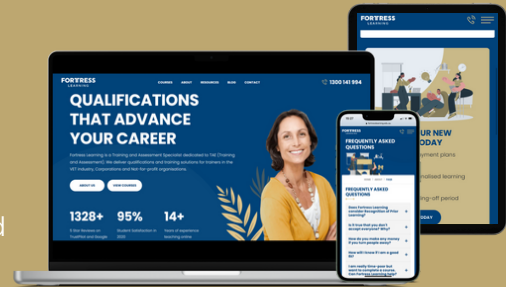
- An observer who holds the Certificate IV in Training and Assessment and has the industry knowledge to act as a Third Party Supervisor to complete the Third Party Reports
- A group of at least 3 candidates in an online assessment context to conduct 2 online assessment processes against at least 1 entire or partial unit of competency
- Required internet connection and technology infrastructure
- Required software and hardware, including digital tools and online assessment resources and materials

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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