

FEBRUARY 2025

RTO 31974

Information pack

TRAINEESHIPS WITH USER CHOICE FUNDING

TAE40122 CERTIFICATE IV IN TRAINING & ASSESSMENT



FORTRESS
LEARNING

Unlocking potential for brighter futures



YOUR ENROLMENT JOURNEY

Eligibility & Skills Assessment:

1



We will schedule a meeting with you the trainee to conduct a thorough eligibility and skills assessment. This assessment will comprehensively evaluate your existing knowledge, skills, and experience, including an LLND (Language, Literacy, Numeracy and Digital Literacy) assessment. The goal is to determine your eligibility for the training program and identify any potential opportunities for Recognition of Prior Learning (RPL) or Credit Transfers. This information will then be used to create a customised Personal Learning Plan.

Develop and agree on the Training Plan

2



Following confirmation of your eligibility and the most suitable training pathway, we will schedule a meeting with you and your employer to collaboratively finalise the Training Plan. This meeting will cover the responsibilities of all parties, determine the specific units, delivery and assessment methods, and agree on a realistic training schedule. Upon completion, you, the trainee, and we, as the RTO, will sign the finalised Training Plan.

Enrolment

3



Once eligibility has been confirmed and the Training Plan finalised, you can enrol in the TAE40122 Certificate IV in Training & Assessment. An outline of the course and the units of competency you will complete are on the next few pages of this information pack..

Compulsory Tuition Fee

4



The User Choice Funding program requires a minimum tuition fee of \$350 (non-refundable). We will invoice you directly for this fee. Once payment has been made, your learner portal will be activated, and learning can begin. Fee exceptions and concessions may apply.

WHAT IS THE TAE40122 CERTIFICATE IV IN TRAINING AND ASSESSMENT?

This entry-level program is designed for any person who wants to become a trainer and assessor or who is currently working in an RTO (under supervision) or in a non-RTO training environment and wants to get formally recognised.

To enter this qualification, you must show you have vocational skills and experience in the industry area you want to teach and assess within.

If you want to get recognised for your existing training skills or you want to become a trainer for the first time to share your industry knowledge then this is the perfect program for you!

WHAT YOU'LL GAIN:

- Skills to facilitate learning in diverse environments.
- Certification to teach and assess accredited courses.
- Confidence to inspire and guide learners toward success
- You'll learn the requirements of the VET industry.

COURSE DURATION:

Enrolment period of 12 months for full-time employee's
Enrolment period of 18 months for part-time employee's.

COURSE DELIVERY:

This is an online course. All learning and assessment resources are provided online, enabling you to work through them in your own time, at your own pace and apply them in your workplace. Regular check-ins with your trainer will keep you on track. We also provide a full-day interactive workshop to assist you with the assessment requirements for the unit TAEASS413 - Participate in assessment validation.

WILL I LEARN THE BEST WAYS TO DELIVER TRAINING?

The Cert IV TAE provides a solid foundation for a successful training career. To help you graduate with even more confidence and stand out from the competition, we offer all students enrolled in the TAE40122 exclusive access to the Master Trainer Series by Brain Friendly Training – absolutely FREE. This valuable series provides additional training and professional development, equipping you with the knowledge and skills to excel in your new role.

Information Regarding Fee Exemptions and Concessions:

- **Fee Exemptions:** You may be eligible for a full fee exemption in specific circumstances, such as if your employer is the training provider, or if you are transitioning between employers within 12 months for the same qualification. You can discuss potential eligibility during your pre-enrolment discussion.
- **Fee Concessions:** If you hold a current Health Care Card, Pension Card, or can demonstrate genuine hardship, you may be eligible for a fee concession. Please chat to us if you would like to apply for a fee concession.



COURSE STRUCTURE

Our Standard entry-level program includes 12 units thoughtfully selected to streamline your learning journey and get you on the ground training and assessing. This approach ensures you won't encounter repetitive assessments or content and allows for the integration of units, providing a more holistic assessment approach. Additionally, you may be eligible for recognition of prior learning (RPL), allowing your existing skills to be certified.



Your Units

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

- **TAEDEL311** Provide work skill instruction
- **TAEDEL412** Facilitate workplace-based learning
- **TAEDEL414** Mentor in the workplace

Group C

- **BSBAUD412** Work within compliance frameworks
- **BSBHRM413** Support the learning and development of teams and individuals
- **BSBTWK401** Build and maintain business relationships

YOUR LEARNING JOURNEY

1

Training Delivery



The course is delivered online, which allows your trainee to learn flexibly and at your own pace, enabling you to balance your work and responsibilities effectively. All learning materials and assessment resources are accessible online. Your trainee will work through the lessons and content at your own pace and submit your assessments online.



A dedicated trainer will check in regularly with you – at least every month – to provide support, answer any questions, and ensure you stay on track with the timelines outlined in the Training Plan. You will keep a record of your learning and application in the workplace by completing a workplace activity log. This log will be signed by both you and your workplace supervisor to confirm the application of your learning in the workplace. This log will be submitted with your practical assessment for each unit.



Progress Support

2



Supervision in the workplace



Supervision in the workplace: As part of the traineeship, you will be allocated a designated workplace supervisor to provide ongoing support throughout your studies. This includes allocating sufficient time to complete required workplace activities and engage in relevant learning experiences. This support is crucial for the successful completion of the traineeship.

3



Upon successful completion of all units of competency, you will be awarded the TAE40122 – Certificate IV in Training and Assessment qualification. It is important that you complete the Traineeship within the course duration. As this course is self-paced, you may achieve this qualification ahead of schedule. If you do not complete within the designated timeframe, an extension to the traineeship may be necessary.



Completion

4

Got a Question? We're Here to Help!

Give us a call or send us an email—we're always happy to assist.

We want make your learning experience smooth, straightforward, and successful.

Let's get it done together



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