

APRIL 2025

RTO 31974

Information pack

TRAINEESHIPS WITH USER CHOICE FUNDING

TAE50122 DIPLOMA OF VOCATIONAL EDUCATION & TRAINING



FORTRESS
LEARNING

Unlocking potential for brighter futures



YOUR ENROLMENT JOURNEY

1

Eligibility & Skills Assessment:



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.

2

Develop and agree on the Training Plan



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.

3

Enrolment



Once eligibility has been confirmed and the Training Plan finalised, you can enrol in the TAE50122 Diploma of VET. An outline of the course and the units of competency you will complete are on the next few pages of this information pack..

4

Compulsory Tuition Fee



The User Choice Funding program requires a minimum tuition fee of \$350. 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.

WHY CHOOSE THE TAE50122 DIPLOMA OF VOCATIONAL EDUCATION AND TRAINING

The TAE50122 Diploma of VET equips you with the skills and knowledge to excel as a leader in training and assessment. This nationally recognised qualification is ideal for:

- Trainers and assessors wanting to deepen their expertise
- Education professionals aiming for leadership roles
- Individuals working in TAFEs, RTOs, or corporate training environments

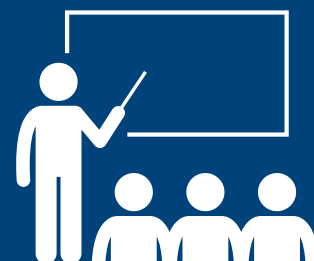
This Diploma requires you to choose one of three specialisations, and your choice will depend on your current role plus your career aspirations.

- 1 – Advanced Training and Assessment
- 2 – Design and Development
- 3 – VET Leadership



1. Advanced Training & Assessment

The TAE50122 Diploma of Vocational Education and Training (Advanced Training and Assessment) is for people in or looking for Advanced training and assessment job roles where individuals are responsible for delivering training and assessment services in the VET sector, including promoting innovative practices and leading other VET teachers, trainers and assessors.



2. Design & Development

The TAE50122 Diploma of Vocational Education and Training (Design and Development) is for people in, or looking for, design and development jobs where you are responsible for designing and developing training and assessment strategies, usually for RTOs, including analysing training needs and designing training solutions and products to meet industry standards and compliance requirements.

3. VET Leadership

The TAE50122 Diploma of Vocational Education and Training (VET Leadership) is for those leading and managing others in an RTO, ensuring continuous improvements and compliance within the VET Sector.



HOW WE'VE PACKAGED EACH SPECIALISATION

The TAE50122 Diploma of VET requires the completion of 12 units of competency (3 core units and 9 elective units).

Students will select from 3 specialisations according to their area of expertise or career aspirations.

The specialisations require 5 of the 9 elective units to be selected from a specific group appropriate to the specialisation selected.

TAE50122 – Diploma of VET				
TAE50122 – Diploma of VET – 12 units (3 specialisations) – 3 Core; 9 Electives				
Unit Code	Unit Title	Advanced Training & Assessment	Design and Development	VET Leadership
		0 Electives 5 from Group A	0 Electives 5 from Group B	0 Electives 5 from Group C
TAEDES511	Design and develop strategies for training and assessment* (Pre-req: TAEDES411 or TAEDES401)	Core	Core	Core
TAEDES515	Evaluate training	Core	Core	Core
TAEPPD511	Maintain and enhance professional practice	Core	Core	Core
TAEASS512	Design and develop assessment tools	A & B Mandatory elective	A & B Mandatory elective	
TAEASS511	Lead assessment* (Pre-req: TAEASS412 or TAEASS402)	A Elective		
TAEDEL512	Lead training facilitation* (Pre-req: TAEDEL411 or TAEDEL401)	A Elective		
TAEASS513	Lead assessment moderation and validation processes* (Pre-req: TAEASS413 or TAEASS403)	A & C Elective	selected	A & C Elective
TAEPPD502	Lead and mentor VET teachers, trainers and assessors	A & C Elective		A & C Elective
BSBSTR501	Establish innovative work environments	A & C Elective	selected	A & C Elective
TAEDES512	Design and develop print-based learning resources	selected	B Elective	selected
BSBCMM511	Communicate with influence	selected	selected	C Elective
BSBSTR502	Facilitate continuous improvement			C Elective
TAE TAS511	Undertake organisational training needs analysis		B & C Elective	B & C Elective
BSBP EF502	Develop and use emotional intelligence			C Elective
TAEDES513	Design and develop e-learning resources		B Elective	
TAEDES514	Research and develop nationally recognised training products		B Elective	
TAEASS514	Develop and implement plans for Recognition of Prior Learning	A & B Elective	A & B Elective	
TAEDEL412	Facilitate workplace-based learning (equivalent to TAEDEL402) OR Diploma Qual or above	Selected as CT – Imported unit	Selected as CT – Imported unit	Selected as CT – Imported unit
TAE RES511	Apply research to training and assessment practice (Equiv to RES501)	A & C Elective		A & C Elective
TAEDEL511	Facilitate e-learning (Equiv to TAEDEL501)	A Elective		

PRE-REQUISITES PER SPECIALISATION

SPECIALISATION	UNIT IN THIS QUALIFICATION	PREREQUISITE UNIT
Advanced Training & Assessment	TAEDES511 Design and Develop Strategies for Training and Assessment	TAEDES411 Use Nationally Recognised Training Products to Meet Vocational Training Needs (or its previous version TAEDES402 Use Training Packages and Accredited Courses to Meet Client Needs)
	TAEDEL512 Lead Training Facilitation	TAEDEL411 Facilitate Vocational Training**
	TAEASS511 Lead Assessment	TAEASS412 Assess Competence**
	TAEASS513 Lead Assessment Moderation and Validation Processes	TAEASS413 Participate in Assessment Validation**
Design & Development	TAEDES511 Design and Develop Strategies for Training and Assessment	TAEDES411 Use Nationally Recognised Training Products to Meet Vocational Training Needs (or its previous version TAEDES402 Use Training Packages and Accredited Courses to Meet Client Needs)
	TAEASS513 Lead Assessment Moderation and Validation Processes	TAEASS413 Participate in Assessment Validation**
VET Leadership	TAEDES511 Design and Develop Strategies for Training and Assessment	TAEASS412 Assess Competence
	TAEASS513 Lead Assessment Moderation and Validation Processes	TAEASS413 Participate in Assessment Validation

** = or the most recent previous version of this unit, regardless of whether it was deemed equivalent or not equivalent.

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.

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.



2

Progress Support



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 TAE50122 – Diploma of Vocational and Education 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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