TAE40122 Entrance Checklist for TAE Discussion

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| --- | --- | --- | --- |
| What is the industry area in which you intend to teach? |  | | |
| Questions | | Y | N |
| Have you provided certified copies of your nationally recognised qualification/s for the area you intend to teach and assess? | |  |  |
| Have you provided your resume highlighting your broad and current experience in the area you intend to teach and assess? | |  |  |
| Have you undertaken any previous studies recently at Certificate III or above that may provide you with an eligible elective unit? | |  |  |
| Have you completed the TAESS00028 Work Skill Instructor Skill Set? | |  |  |
| If not, have you ever undertaken any online courses? Were you comfortable using web conferencing tools such as Zoom and Microsoft Teams?  Do you have access to, and skills to use:   * a laptop or PC with reliable internet? * a webcam, and media headset with microphone? | |  |  |
| Do you have digital technology skills to:   * Navigate and research on the internet * Use word processing software * Use presentation software such as PowerPoint * Create videos and upload media files | |  |  |
| We provide a supportive online environment; however, you will need to complete learning activities prior to and after attending webinars. Most learners require 10 - 12 hours of self-directed activity per week.  Are you a self-directed learner willing to develop your skills and knowledge through this flipped learning model? | |  |  |
| Do you have access to a group of at least 4 learners to complete the practical components of your delivery and assessment units?  \* If you are unable to use your own workplace, you may be required to organise your own work placement in an environment where you can conduct accredited training. Would this be achievable for you? | |  |  |
| At times assessment may take place in the scheduled webinar times. Do you have the flexibility to attend these sessions?  \*If not, you may be required to organise some components yourself e.g. validation, assessing competence. Would this be achievable for you? | |  |  |
| Do you see any impediments to you attending most webinars for this course? | |  |  |
| If you are in a fee paying course, please note that there are no refunds available as this is a commercial course. See refund policy on the TAE webpage. We highly recommend that you consider this in your decision making. Are you aware that a refund will only apply if you formally withdraw 72 hours prior to the commencement of the course? | |  |  |
| Have you checked the start dates for the fixed schedule for the TAE40122 below or in the Info Pack? Please note that transfer to other dates is not available once you are enrolled. | |  |  |
| Your notes or further questions: | | | |

## Fee Payments

All fees, where applicable, must be paid for prior to entry into your chosen program.

You cannot access learning and assessment materials without this being completed.

N.B. A refund will only apply if you formally withdraw 72 hours prior to the commencement of the course. If you are enrolled in a course that has already commenced, there is **no** **refund.**

If you have any further questions about the TAE40122 - Certificate IV in Training and Assessment course, please contact the TAE Team:

**Email** [**trainingandassessment@tastafe.tas.edu.au**](mailto:trainingandassessment@tastafe.tas.edu.au)

# Full course enrolment – Fixed schedule (i.e. no transfer to other dates is possible once enrolled in full qualification)

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| --- | --- | --- |
| TAE40122 COURSE 1 | Starts  3 Feb 2025 | Course Induction: Wed 29 Jan 2025, 5:30–6:30pm |
| TAESS00028  Work Skill Instructor Skill Set | **Webinars**  Mon/Wed  5:30–8:30pm | **Dates:**  03/02, 05/02, (10/2 Public Hol), 12/02, 17/02, 19/02, 24/02, 26/02 |
| TAESS00021  Facilitation Skill Set | **Webinars**  Tues/Thurs  5:30 – 7:30pm | **Dates:**  01/04, 03/04, 08/04, 10/04,  29/04, 01/05, 06/05, 08/05 |
| TAESS00017  Workplace Supervisor Skill Set | **Webinars**  Tues/Thurs  5:30–8:30pm | **Dates:**  10/06, 12/06, 24/06, 26/06 |
| TAESS00019  Assessor Skill Set | **Webinars**  Tues/Thurs  5:30 – 7:30pm | **Dates:**  29/07, 31/07, 5/08, 07/08, 12/08,14/08, 26/08, 28/08,  02/09, 04/09, 09/09,11/09 |
| TAESS00023  Online Learning &  Assessment Skill Set | **Webinars**  Tues/Thurs  5:30 – 7:30pm | **Dates:**  14/10, 16/10, 21/10, 23/10,  28/10, 30/10, 04/11, 06/11 |
| + elective unitTAELLN421 Integrate core skills support into training and assessment (or one eligible elective unit you may bring from a current Certificate III or above qualification | | |

## **All dates and times listed above may be subject to change due to organisational needs.**