

Certificate IV in Training and Assessment

COURSE CODE	TAE40122
LOCATIONS	Warrnambool, Portland, Hamilton, Colac
STUDY MODE	Part-time, Online, Workshops
Length	6 -12 months depending on the chosen intake. Total duration includes breaks.
Commencement	Various start dates in 2025. See mode of delivery for further details. Virtual classes are offered day or night, some intakes also include monthly weekend virtual workshops. Days and times vary depending on the intake. On campus, face-to-face workshops and/or classes may be available.
Timetable	See mode of delivery for full details.

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Introduction

Interested in teaching others your skills?

The Certificate IV in Training and Assessment will qualify you to deliver training and assessment in the vocational education and training (VET) sector. It is also suitable for those delivering training and assessing competence in the workplace.

What will I Learn?

You will learn the skills and knowledge to:

- Plan, develop and conduct training and assessment activities and processes
- Participate in assessment validation, contributing to continuous improvement of assessment practice
- Plan, organise and deliver learning in the workplace and group-based learning
- Locate, interpret training packages and accredited courses to design and develop learning programs
- Identify and implement strategies to address adult language, literacy and numeracy skills

Mode of delivery

Regardless of the mode of delivery you are enrolled in there are three elements to the TAE40122 Certificate IV in Training and Assessment:

- 30 x 3.5-hour teacher led theory delivery sessions
- 40 x 3.5-hour teacher supervised assessments sessions
- 8 x 3.5-hour teacher managed supported completion sessions

The current mode of delivery options available are:

September 2025 intake:

- 33 weeks of classes with up to 12 months to complete
- Tuesday and Thursday evenings via virtual classroom (5.30pm – 9pm) and one Saturday every four weeks via the virtual classroom (9am – 4.30pm)
- Applications close 12 September 2025 with a 16 September 2025 course commencement

Please note:

- Breaks may include Victorian school holidays, cluster breaks, public holidays, etc.
- Student engagement workshops may be offered once every three months on a Saturday at the Warrnambool campus. These are not compulsory as part of the course.
- Face-to-face classes may be offered for learning and extra support, this is at the discretion of the teacher for the particular intake.
- Course duration, start and end dates may vary due to student numbers and teacher availability.

*Virtual classroom - a live online teaching and learning environment where teachers and students can present course materials, engage, interact, and work in groups together.

Course Outcomes and Career Opportunities

Job roles associated with this qualification relate to the delivery of training and assessment of competence within the VET sector. Possible job titles and roles relevant to this qualification include:

- enterprise trainer
- enterprise assessor
- registered training organisation (RTO) trainer
- RTO assessor
- training adviser or training needs analyst
- vocational education teacher.

Pathways

This qualification provides a pathway to further qualifications including:

- TAE50122 – Diploma of Vocational Education and Training
- TAE80316 – Graduate Certificate of Digital Education
- TAE80113 - Graduate Diploma of Adult Language, Literacy and Numeracy Practice
- TAE80213- Graduate Diploma of Adult Language, Literacy and Numeracy Leadership

Information Session

Why don't you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

[Find the next info session near you](#)

Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

Entrance requirements & pre-requisites

You must be at least 18 years old and be able to demonstrate current vocational qualifications in your proposed teaching and assessing area.

How to demonstrate current vocational qualifications

This will be achieved through two steps:

- Complete a vocational questionnaire: you will complete a questionnaire and interview with a member of our South West TAFE Professional Education Team. This step will help us understand your relevant skills and experience.
- Provide supporting documents: you must supply a copy of your resume and any transcripts (Statements of Results or Certificates) you have for your relevant vocational qualifications. Alternatively, you can submit a copy of your USI Transcript from usi.gov.au. This will provide supporting evidence of your vocational experience.

You must also have an established level of digital literacy which will be assessed as part of the application process and access to the appropriate digital requirements of the course, including a laptop computer and stable internet connection.

Course requirements

To be eligible for this qualification you must successfully complete 12 units: 6 core and 6 electives.

You will enrol in a 12-month program to complete this course. The teacher led learning for this program will be delivered in-line with the mode of delivery chosen. You will be required to complete pre-learning tasks in your own time prior to commencement of the next teacher led session, as directed by your teacher. You may complete all learning and assessment requirements of this course within the teacher led learning period however, you may have up to 12 months to complete and submit all assessment tasks. You will have the opportunity to be supported by your teacher who will be available to you by appointment, to provide additional support with the completion of your assessment tasks.

To successfully complete the TAE40122, you will be required to undertake a minimum of approximately 15 hours per week of independent course-related activities including pre-learning and assessment completion outside of the class delivery schedule.

Some units of competency in the TAE40122 Certificate IV in Training and Assessment have assessment requirements that are required to be satisfied in a face-to-face environment.

Specifically, the following are the requirements for the completion of the unit of competency [TAEDEL411 Facilitate vocational training](#).

- You must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of:
 - Facilitating the following face-to-face, in-person, training sessions based on a training product that is nationally recognised or aligned with other recognised frameworks:
 - a series of 3 sequential group training sessions for at least 30-minutes each to 1 group of learners, where the group must consist of at least 4 learners
 - 2 different individual training sessions for at least 30-minutes each to a learner who is not part of the above group.
- In the course of each of the above, you must:
 - deliver all sessions in their entirety, from start to finish
 - facilitate learner acquisition of skills and knowledge and learner independence
 - monitor learner engagement and participation
 - identify and respond to foundation skill needs

To satisfy this requirement you will be required to:

- source your own learners for the completion of these tasks
- ensure the learners are engaged in the learning
- provide a real or simulated learning environments appropriate for the training being undertaken
- submit a recording of this session for grading where you as the teacher and the learners are clearly visible

SWTAFE may assist you in sourcing learners for these tasks, however it's your responsibility to ensure these requirements are met.

Units offered

Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
TAEASS412	Assess competence	50	\$0.00
TAEASS413	Participate in assessment validation	50	\$0.00
TAEDEL411	Facilitate vocational training	45	\$0.00
TAEDES411	Use nationally recognised training products to meet vocational training needs	25	\$0.00
TAEDES412	Design and develop plans for vocational training	60	\$0.00
TAEPPD401	Work effectively in the VET sector	40	\$0.00

Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
TAEASS404	Assess competence in an online environment	40	\$0.00
TAEDEL311	Provide work skill instruction	40	\$0.00
TAEDEL405	Plan, organise and facilitate online learning	40	\$0.00
TAEDEL412	Facilitate workplace-based learning	25	\$0.00
TAELLN422	Use foundation skills resources, strategies and advice	30	\$0.00
TAEDEL416	Facilitate learning for young vocational learners	45	\$0.00

Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

Attendance

Class attendance and participation is a critical element of learning and gaining the knowledge and skills required to be assessed as competent.

Attendance of scheduled classes is expected to be 100%. If you do not attend at least 80% of the scheduled classes for a unit of competency, you may be ineligible for completion of the unit and your enrolment in the course may be reviewed.

In the event that classes are missed due to illness or other personal reasons, you are expected to inform the teacher of your absence prior to the commencement of the scheduled class. For extended or frequent non-attendance, you may be requested to provide a medical certificate or other supporting evidence.

After applying

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suit your needs.

Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

Fees

This section gives you an overview of course fees, subsidies, and how they can be paid.

Course Fees

Here's an outline of fees and costs associated with your course.

Your fees each year can be made up of 3 different elements. Everyone has different circumstances that can affect what you pay and how much you pay. :

1. Tuition fees - charged as an hourly rate that varies from course to course. A large portion of the tuition is subsidised by the Victorian Government for eligible students.
2. Resource and/or materials costs - covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
3. Booklist items - such as textbooks, equipment and stationery recommended for your course

Tuition fees

There are 4 different rates of tuition fees. Only one will apply to you (depending on your eligibility and circumstances).

1. **Government Subsidised Fee** - you could be eligible for a government-subsidised rate under the Skills First funding depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training.
[Find out more about subsidised training](#)
2. **Government Subsidised Concession Fee** - If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment, you may be eligible for the concession rate. Note, the concession rate is not applicable to Diploma level courses.
[Find out more about concession rates](#)
3. **If the course is a Free TAFE course or part of the Free TAFE Pathways Program** - Eligible students will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). Any resource or material costs, or booklist items for this course are listed in the table below.
[Find out more about Free TAFE](#)
[Find out more about Free TAFE Pathways Programs](#)
4. **Full fee** - If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate.

FIND OUT MORE ABOUT FEES AND ELIGIBILITY

The fees listed below are indicative only. The course fees published are subject to change given individual circumstances at enrolment. Course fee funding is made available to eligible individuals by the Victorian and Commonwealth Governments. If funding is utilised, this may affect opportunities to access additional funding in the future. An accurate quote for this course will be provided during the enrolment process.

Course fees by student type	Indicative Course Fee
Government subsidised rate (if eligible)	\$2,615.00
Concession rate	\$525.00
Full fee rate (if not eligible for govt subsidy)	\$4,895.00

Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	\$90.00

This is a Free TAFE course

Students who are eligible for Free TAFE place will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). The consumable fees for this course are listed in the above table.

[Find out more about Free TAFE courses and eligibility](#) or contact our Customer Service team.

Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have [three options when organising your payment](#):

1. [Upfront payment](#) - can be made over the phone with EFTPOS
2. [Payment plan](#) - can be directly debited from your bank account, debited from your Centrelink payments or via a [VET Student Loan](#) (for diploma or advanced diploma courses only)
3. [Paid by employer, school or job network agency](#) - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of [scholarships](#) each year which you may be eligible to apply for to assist with course fees.

Next Steps

Ready to take the next step? Here you can [make an enquiry](#), [attend an information session](#) or [begin the application process](#).

How to apply

There are [five simple steps to apply for a course](#) with us.

1. Apply - complete a [short online application form](#). Once this form is submitted we'll send you a thank-you email.
2. Literacy and Numeracy Assessment - we will assess whether you need to undertake a Language, Literacy and Numeracy (LLN) assessment and email it to you if required.
If you are not required to undertake this assessment, you will skip to step 3.
3. Chat to our team - your teacher or course specialist will contact you to discuss the course in more detail and ensure the right units of study are selected for you.
4. Enrol – you will be sent an email to accept your offer for the course. By accepting, you will be directed to verify your details and submit your enrolment for processing.
5. Pay - once we've completed your enrolment, we will send you an invoice to arrange [payment of your course fees](#).

If you need any assistance with applying, [contact our team](#) on 1300 648 911 or visit your nearest campus.

Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).