Student Information Pack
Moree

TAE40122 Certificate IV in Training and Assessment *(Hybrid Delivery)*

Student Delivery Details	
Student Type:	☒ Hybrid – Face to face and virtual classroom.
Delivery:	☒ Day sessions (Mondays | 9:00am – 1:00pm each session) *Virtual sessions every Monday for 30 sessions*, plus additional out of class activities and engagement.* ** At the end of each Cluster there will be a mandatory face-to-face block of 3 days (dependant on class size).* *Refer to course schedule for further information.*
Start and End Date:	22nd February 2027 to 18th October 2027 *(NOTE: Sessions will not occur on Public Holidays.)*
Attendance:	Attendance is required at all sessions, and students must complete the current unit of competency or assessment cluster before progressing to the next unit. *Failure to meet assessment deadlines may result in withdrawal from the course.*

Qualification Information				
RTO Name:	Tamworth Community College Inc.		**RTO ID:**	90095
Training Package & Qualification Details	**Training Package:**	TAE | Training and Education Training Package		
	Qualification:	TAE40122 Certificate IV in Training and Assessment		
	Description:			
	This qualification reflects the roles of entry-level vocational education and training (VET) teachers, trainers and assessors who are delivering training services to vocational learners and assessment services to candidates. The roles may be undertaken by those working in registered training organisations (RTOs), enterprises, community organisations, schools and other VET provision contexts.			
	Licensing, Legislative, Regulatory and/or Certification Considerations			
	This qualification meets the minimum education requirement for trainers and assessors operating without supervision under applicable VET legislation, frameworks, and/or standards. The qualification is a successor to TAE40116 Certificate IV in Training & Assessment.			
	Entry / Application Requirements:			
	Please note that spots in this qualification are limited. Those entering this qualification must be able to demonstrate vocational competence in their proposed training and assessment area. Vocational competence is defined as broad industry knowledge and experience, but is not limited to, holding a relevant unit of competency and/or qualification. A current resumé, or job description, must be provided to TCC for your suitability to be assessed. A requirement of your enrolment includes providing your USI and your USI Transcript, along with and any supporting evidence from recently completed units not yet available through USI, for TCC to assess any Credit Transfer applications.			
	Pre-requisite Requirements:			
	Nil.			

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Training Product Details	

Packaging Rules:	**Total number of units = 10**
	• 6 Core units, and
	• 6 Elective units, of which:
	  ○ At least 3 must be selected from Group A
	  ○ For the remaining 3 units:
	  ▪ All units may be selected from the electives listed within this TAS
	  ▪ Up to 2 units may be from any currently endorsed Certificate III or above training package qualification or accredited course, provided that no more than 1 is selected from a Certificate III.
	Elective units chosen must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment, not duplicate the outcome of another unit chosen for the qualification, and contribute to a valid vocation outcome for entry-level VET teachers, trainers and assessors.

Training Product Unit Selection		
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
	TAEPDD401	Work effectively in the VET sector
Elective Units	**Group A – *Training & Assessment***	
	TAEASS512	Design and develop assessment tools
	TAEDEL311	Provide work skill instruction
	TAEDEL405	Plan, organise and facilitate online learning
	TAEDEL412	Facilitate workplace-based learning
	Group B – *Learner Support*	
	TAELLN421	Integrate core skills support into training and assessment
	Imported Unit	
	BSBCMM411	Make presentations

Training Product Delivery

Training Product Structure

Training and Assessment for TAE40122 will be delivered in clusters, in the following sequence:

Cluster	Units of Competency	
1. Design	TAEPDD401	Work effectively in the VET sector
	TAEDES412	Design and develop plans for vocational training
	TAEDES411	Use nationally recognised training products to meet vocational training needs
	TAELLN421	Integrate core skills support into training and assessment
2. Delivery	TAEDEL311	Provide work skill instruction
	TAEDEL411	Facilitate vocational training
	BSBCMM411	Make a presentation
	TAEDEL412	Facilitate workplace-based learning
	TAEDEL405	Plan, organise and facilitate online learning
3. Assessment	TAEASS413	Participant in assessment validation
	TAEASS412	Assess competence
	TAEASS512	Design and develop assessment tools

Qualification Delivery, Duration (inc. Volume of Learning), and Assessment

Delivery of Methods

This qualification will be delivered as a hybrid model with virtual classroom sessions, and face-to-face training sessions for practical assessment and additional mentoring.

Additional support will also be provided using varied methods and include:

- Online support (if submitting online assessment materials).
- One-on-one support (in-person, phone, email, etc.).

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Delivery Duration

Hybrid / Daytime Delivery

This qualification will be delivered over 35 weeks, with 1 x 4-hour session per week, with the exception of the mandatory face-to-face block sessions being 7.5 hour days for the duration of each block. .

The Volume of Learning (VoL) will be achieved through a combination of work activities and learning, formal training and assessment.

Due to the identified student entry requirements, it is expected that the shorter-duration qualification will build on students existing skills and knowledge.

Certificate IV
0.5 – 2 yrs*
600 – 2400 hrs

* *Certificate IV qualifications are often shorter in duration based on student existing skills and knowledge.*

Volume of learning (VoL) will vary based on the workplace circumstances, the individual learner and their previous experience, skills, knowledge, formal and informal training, etc.

VoL and any variations for this qualification will be confirmed on each students individual Training Plan

In addition to this, students will spend time completing their own research, reviewing course material and completion of assessments including projects and preparation for assessments. The actual time spent will be dependent on the student's existing knowledge and skills.

The VoL for this qualification is the total allocated teaching, learning, and assessment time during which it is expected that students will typically be able to achieve all required learning outcomes.

Assessment Methods & Evidence Gathering Methods

Assessors have flexibility to identify the type of evidence that will be collected specific to an individual student and their workplace (if applicable), in order to inform judgements about a student's competency, and to accept other forms of evidence through RPL and reasonable adjustment. Assessment methods and tools that may be used include (but are not limited to):

A – Observation with checklists

B – Projects / Portfolios

C – Written and verbal questioning, including group discussions, case studies and scenarios

D – Reports from workplace supervisor / Third Party Report

E – Observation of participation in classroom and practical tasks by the Trainer

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<table>
<tr><td></td><td>The exact assessment and evidence gathering methods to be utilised will be outlined in the individual training plan specific to the student and may change based on student workplace, circumstances, availability of resources, etc. This will be identified and agreed to as part of training plan monitoring and review activities.
<table>
<tr><th rowspan="2">Cluster</th><th colspan="5">Method that applies</th></tr>
<tr><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th></tr>
<tr><td>1. Design Cluster</td><td>X</td><td>X</td><td>X</td><td></td><td>X</td></tr>
<tr><td>2. Delivery Cluster</td><td>X</td><td>X</td><td>X</td><td></td><td>X</td></tr>
<tr><td>3. Assessment Cluster</td><td>X</td><td>X</td><td>X</td><td></td><td>X</td></tr>
</table></td></tr>
<tr><td>Assessment Outcomes</td><td>After completion and submission of assessment evidence your trainer and assessor will review and mark the assessment, providing any necessary feedback, and will mark individual assessment evidence as ‘Satisfactory’ or ‘Not Satisfactory’ and advise you of this outcome.

In order to achieve a final outcome relating to competency, you will be required to achieve ‘Satisfactory’ outcomes on all required assessments. As a final outcome you will receive a ‘Competent’ or ‘Competency Not Achieved’ outcome, unless other circumstances arise or you have achieved ‘RPL Granted’ or ‘Credit Transfer’ outcomes. Again, your trainer and assessor will advise you of this outcome.

TCC are required to continually monitor and report your outcome progress as part of both state and national data reporting requirements. Refer to your ‘Student Handbook’ for further information on data captured and reported.</td></tr>
<tr><td>ACSF (LLN)</td><td>Minimum required for this qualification: L4 / OC4 / W4 / R4 / N3

Language, Literacy and Numeracy support is able to be provided to students presenting with, or assessed with, the need for support. This will be provided by an LLN specialist or the trainer delivering to the student.

Digital Literacy : L3 would be required for this qualification for a student to participate successfully.</td></tr>
<tr><td>Target Group and Student Characteristics</td><td>This qualification is targeted to:
Suitably qualified people from all sectors of business within the Tamworth and New England Region, who are required to provide training and assessment for their staff/organisation.
Or people seeking to gain employment with Registered Training Organisation/s (RTO’s) as a trainer and assessor.</td></tr>
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Tamworth Community College – Student Policy Information	
Opportunity for Recognition of Prior Learning (RPL) and Credit Transfer (CT)	Upon enrolment, all students are provided with the opportunity to apply for: • **Recognition of Prior Learning (RPL) –** this refers to any skills, knowledge, experience, etc. that a student has acquired through formal, non-formal and informal learning, being assessed against the requirements of a specified unit or qualification. Assessing any applicable RPL requires the student to provide sufficient evidence for the assessor to make a determination, and can potentially reduce the assessment requirements for students. • **Credit Transfer –** this is recognition that you have previously completed a unit of competency relating to your course and do not need to repeat training or assessment for the unit. To receive a credit transfer you must provide formal evidence by way of a certificate, transcript, USI transcript, etc. ***NOTE:*** *Where a student already holds a unit of competency that is current, or superseded and equivalent (unless stated otherwise in the Training Package and/or Qualification), this must be applied as a credit transfer even if it hasn't been disclosed by the student upon enrolment, unless there is a licencing restriction. If this is found through the data entry and reporting process after initial enrolment, appropriate evidence will be requested at that time.* TCC endeavours to keep the time and cost of the RPL process to a minimum and will assist students with information and advice to support them to gather evidence for recognition of their competencies. Students seeking recognition should apply upon enrolment in the first instance, or discuss the opportunities with their trainer and/or a member of the TCC Management Team.
Access, Equity and Reasonable Adjustment	All students enrolling with TCC are asked about any support they may require during training delivery and assessment. This may include any LLN supports and/or disability supports. In addition to this being an inclusion in the RTO Standards, TCC is committed to ensuring that all students are appropriately supported and receive any possible reasonable adjustment/s. Reasonable adjustments can be made to the assessment process where required, and could include (but not restricted to) access to modified equipment and other physical resources, and the provision of appropriate assessment support. Processes and techniques for assessment should as far as practical, consider the language, literacy and numeracy capacity of the learning in relation to the competency being assessed. Assessment activities can be undertaken by students with a degree of flexibility applying reasonable adjustment, ensuring the student still meets the learning outcomes for the unit of competency. All reasonable adjustments must comply with the RTO Standards requirements, and the TCC Assessment Policy and related Procedures.

Training and Assessment Staff	Trainers and assessors of this qualification are required to meet the requirements as set out in Standard 3.2 and 3.3 of the 2025 Standards for Registered Training Organisations (RTOs) and the supporting Credential Policy, and meet any further requirements set out within individual Training Packages and/or Qualification. Trainers and assessors delivering qualifications from the TAE Training Package, must meet the additional qualification requirements outlined in Credential Policy.
Training and Assessment Resources	Students will be provided with all learning and assessment resources required to undertake the full qualification. This will include learner guides, unit handouts and assessments. The assessment tools have been developed to be adapted to suit the delivery method selected and ensure quality outcomes and consistent assessment outcomes. Flexibility according to the Training Package and Assessment Guidelines is given to trainers in the selection of the method and/or tool used to support the competency decision including the consideration of Recognition of Prior Learning (RPL) depending on the context of assessment.
Quality and Compliance Commitment	TCC is committed to ensuring its compliance with all RTO and Qualification standards, legislation, governing body requirements, etc. This commitment to compliance is underpinned by a purposefully designed Quality Management System (QMS) that ensures student & stakeholder needs are identified, monitoring and measuring activities are undertaken and all operations are supported by an ongoing continuous improvement, risk management and person-centred approach. Refer to the *'Student Handbook'* for further information.
Workplace Health & Safety (WHS) Systems	The safety of students, stakeholders and any person/s engaging with TCC is of the utmost importance and shall be the first consideration made when planning for any training and/or assessment activities. TCC is committed to providing a safe working and studying environment and observes its responsibilities for WHS including suitability of premises and equipment. TCC have integrated WHS systems into its broader Quality Management System (QMS) ensuring there are suitable policies and procedures in place for general operations and course specific requirements. Refer to *'Student Handbook'* for further information.
Fee Policy	There are different categories of student fees, based on the qualification and the characteristics of the student. The schedule of fees for each qualification funded under Smart and Skilled can be accessed at www.training.nsw.gov.au/smartandskilled/prices_fees.html A personalised Smart & Skilled quote will be provided to each individual following the entering of personal data into the Smart & Skilled portal.

Payment Policy	If you are required to pay a course fee of more than $600, a deposit of $600 is required prior to commencement of the course. For courses costing more than $1,000, due to regulations we are unable to accept no more than $1,000 prior to the course commencement date. Following course commencement an invoice will be issued with the balance of course fees being divided equally into monthly instalment amounts for the expected duration of the course.
Refund / Cancellation Policy	If a student wishes to withdraw during a scheduled course that runs for longer than six weeks, the student may be eligible for a part-refund. Part-refunds are subject to approval from the Chief Executive Officer and/or Training & Quality Manager. Consideration will be given to the circumstances of the withdrawal and fees paid up to that point. Should a student withdraw from a qualification prior to commencement of the course the 'withdrawal with no penalty' cut-off date is three days prior to the course start date.
Where to find Important Documents and Information	The Tamworth Community College Student Handbook and Privacy Policy can be found on our website at http://www.tamworth.nsw.edu.au/Student-Handbook. **Please take time to read the Student Handbook prior to the commencement of your studies to ensure that you are fully aware of legislative requirements relevant to your training**. Information relating to your enrolment can be found on our website at http://www.tamworth.nsw.edu.au/Your-Enrolment Information on the Smart and Skilled Fee Administration Policy can be found at https://smartandskilled.nsw.gov.au/__data/assets/pdf_file/0010/105031/fee-administration-policy.pdf If you require Study Support, details about the services we offer can be found at http://www.tamworth.nsw.edu.au/Support-Services If you wish to contact the College our contact details can be found at http://www.tamworth.nsw.edu.au/Contact

APPENDIX A | TAE Delivery Schedule

Cluster 1 | Design Cluster (inc. LLN)				
Session	**Delivery Method**	**Date/s**	**Start**	**Finish**
1	**Face-to-face session**	**22nd + 23rd + 24th February 2027**	**9:00am**	**4:00pm**
2 - 11	Virtual sessions	1st + 8th + 15th + 22nd March 2027	9:00am	1:00pm
		5th + 12th +19th April 2027		
		3rd May 2027		
	***NOTE:** There will be no sessions on 29th March or 26th April 2027, being public holidays.*			
12	**Face-to-face session**	**10th + 11th + 12th May 2027**	**9:00am**	**4:00pm**
Cluster 2 | Delivery Cluster				
13 – 23	Virtual sessions	17th + 24th + 31st May 2027	9:00am	1:00pm
		7th + 21st + 28th June 2027		
		5th + 12th + 19th + 26th July 2027		
	***NOTE:** There will be no session on 14th June 2027, being a public holiday.*			
24	**Face-to-face session**	**2nd + 3rd + 4th August 2027**	**9:00am**	**4:00pm**
Cluster 3 | Assessment Cluster				
25 – 33	Virtual sessions	9th + 16th + 23rd + 30th August 2027	9:00am	1:00pm
		6th + 13th + 20th + 27th September 2027		
	***NOTE:** There will be no session on 4th October 2027, being a public holiday.*			
34	**Face-to-face session**	**11th + 12th + 13th October 2027**	**9:00am**	**4:00pm**
35	**TO BE CONFIRMED**	**18th October 2027**	**TBC**	**TBC**