



FAQs for TAE40122 Certificate IV in Training and Assessment

Am I eligible if I am unemployed?

No, however If you are unemployed but engaging in voluntary work with an organisation, eligibility will be considered if the organisation is supportive of you undertaking the study and are willing and able to provide a letter of support and a workplace mentor along with the ability to deliver training and assessment for at least four staff.

Do I need to provide a letter of support from my employer?

Yes, the letter of support from your employer is a requirement for consideration of enrolment into this course. If you are volunteering, a letter of support must be supplied from the organisation.

What does the letter of support from my employer need to state?

The letter of support from an employer/volunteer organisation should state the following:

1. Your employer is supportive of your studies.
2. Your employer is aware that the assessments will take place in your workplace, and they support the use of other staff members and time to complete assessments.
3. You will have access to an audience of at least four people that you can deliver training to in your workplace, and
4. Your employer authorises the use of video evidence, and confidentiality is considered for assessment purposes.

Am I eligible if I am self-employed?

Yes, if you own a business and have at least four (4) employees or contractors who can support your studies. A letter of support is a requirement for consideration into the course, therefore the letter must be signed by your staff/contractors to support your application.

Am I eligible if I don't have a qualification?

You must demonstrate vocational competency in your proposed training and assessing area. However, if you have significant industry experience it can be taken into consideration if the other entrance requirements are also met.

What happens if I'm unable to attend all the on campus and online workshop dates?

The first workshop is compulsory – Works skills instruction skill set - as it is an intense workshop and the chance to start working with others role plays etc. It gives you a chance to recognise any issues that any of the students may have and put strategies in place to help. After this first workshop, if you miss a workshop and have good study skills, and do the assessments in the workplace, you may be able to make it up, however in most cases, you will not be able to join late. This can be discussed with your lecturer.

What days are the classes scheduled for?

The on-campus workshops generally held on Mondays at Perth campus from 9am – 4.30pm. On campus workshops could be subject to change based on availability of resources.



Can I get RPL for this course?

We are currently working on creating a Recognition of Prior Learning (RPL) process, but unfortunately, it is not yet available.

We are new to delivering this course and will be working towards an RPL process over the course of the next 12 months.

Please note: If you have TAE40116, it is still current and TAE40122 is the latest version.

Can I complete the course in less than 12 months?

Yes, the course is designed to be completed currently in 22 weeks, however we have 12 month enrolments as a contingency in case any circumstances arise that may delay assessments being completed in the workplace.

Can I complete the course fully online?

This course is not fully offered online. The delivery and assessment of this course is blended where there are workshops that are compulsory to attend on campus, self-directed learning which is completed in your workplace and home and online learning.

What are the requirements of my workplace and mentor?

Part of the requirement of this course includes practical assessments that could be completed in a workplace or a simulated workplace environment, i.e. training a group of four (4) over three (3) x 30 minute consecutive sessions. All practical assessments in the workplace or simulated environment outside of the classroom are required to be recorded and the workplace procedures to be followed regarding privacy.

A workplace mentor does not require any formal qualification, they can be a work colleague or supervisor and are there to assist you in asking for workplace information and resources that you will need to complete training and assessment activities.

There are sections in the assessment where you are required to have meetings with your supervisor, though if not available the assessment also states your lecturer can undertake this role which will be done via Teams Meeting.