



TAE40122 Certificate IV in Training and Assessment

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Do I need to provide a detailed resume which includes my qualifications and recent industry experience?

Yes, candidates must be able to demonstrate vocational competence in their proposed training and assessing area. Vocational competence is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification and currency.

Do I need to supply a copy of my qualification and statement of attainment?

Yes, and this needs to be in English and proof of equivalence in Australia must be provided if the qualifications were not obtained in Australia. Equivalency can be obtained through the [Overseas Qualifications Unit \(OQU\)](#) or other relevant Industry Boards or National Body's such as [Engineers Australia](#) or [The Australian Children's Education & Care Quality Authority \(ACECQA\)](#).

How do you determine the “currency period” for your vocational competence?

This seems like a simple question, but the vastly different nature of various industries means that it is, in fact, a complex question. There are several factors that influence currency periods, which could include:

- technological innovation;
- changing legislation and regulatory requirements;
- changes to industry practice;
- new and emerging skills and specialisations as work practices change; and
- technical skill degradation through periods of non-use.

This means that North Metropolitan TAFE (NMTAFE) has to consider the factors relevant to them and, in consultation with industry, determine an appropriate currency period. There will not be one consistent currency period; it will depend on the factors relevant to what you as a trainer and assessor is required to deliver and assess.



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

No, this is no longer a requirement.

Am I eligible if I don't have an industry qualification?

You must demonstrate industry/vocational competency in your proposed training and assessing area. However, if you have significant industry experience you will be required to submit your **detailed** resume for consideration.

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

You are required to attend the workshop dates as outlined on the your timetable after enrolment. Attendance is highly recommended to ensure successful completion of units and the qualification.

Attendance on the first day of the course is particularly important as it contains critical information and resources that pertain to the course and **cannot be repeated**. Attendance will provide you with the opportunity to:

- Work in groups for learning and assessment
- Identify learner support requirements
- Obtain information of support available at North Metropolitan TAFE
- Will detail the content and assessment expectations for each unit within the skill set, and
- Assessment conditions, where and how the assessments will be conducted.

The content within each unit is intensive and to ensure the best chance of success, attendance at all scheduled delivery days is highly recommended.

Note- if you are late or miss a session please discuss with the lecturer.

What days are the classes scheduled for?

The on-campus workshops generally held on one day a week at either campus from 9am – 4.30pm. A schedule for the course will be provided at time of enrolment. On campus workshops could be subject to change based on availability of resources.

Can I get RPL for this course?

For information, please refer to the following link [Recognition of Prior Learning \(RPL\) | North Metropolitan TAFE](#)

Can I get credits for this course?

For information, please refer to the following link [Credit Transfer | North Metropolitan TAFE](#)

How can I upgrade my old TAE qualification?

If you have previously completed the CIV Training and Assessment you will require to apply for the credits, please refer to the credit transfer link [Credit Transfer | North Metropolitan TAFE](#)

Can I complete the course in less than 12 months?

Yes, you can complete the course in less than 12 months. This will depend on your prior knowledge and experience. Further discussion with the Head of Programs will be required.

Can I complete the course fully online?

No, this course is not offered fully online through NMTAFE.