TAE40116 Certificate IV in Training and Assessment

**Course Code:** PD21DEAKTAE **Course Details**: Tuesday 9am-4:30pm (18 sessions) **Trainer**: Sophie Ellis

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sess.** | **Unit Code** | **Unit Name** | **Commencement Date** | **Due Date** | **Completed** |
| 1 | TAEDES401  TAEDES402 | Design and Develop learning programs  Use training packages and accredited courses to meet client needs | 17 August |  |  |
| 2 | TAEDES401  TAEDES402 | Design and Develop learning programs  Use training packages and accredited courses to meet client needs | 24 August |  |  |
| 3 | TAEDES401  TAEDES402 | Design and Develop learning programs  Use training packages and accredited courses to meet client needs | 31 August |  |  |
| 4 | TAEDES401  TAEDES402 | Design and Develop learning programs  Use training packages and accredited courses to meet client needs | 7 September |  |  |
| 5 | TAELLN411 | Address adult language, literacy and numeracy needs | 14 September |  |  |
| 6 | TAELLN411 | Address adult language, literacy and numeracy needs | 21 September |  |  |
| 7 | TAEDEL401  TAEDEL402  BSBCMM401 | Plan, organise and deliver group-based learning  Plan, organise and facilitate learning in the workplace  Make a presentation | 28 September |  |  |
| 8 | TAEDEL401  TAEDEL402  BSBCMM401 | Plan, organise and deliver group-based learning  Plan, organise and facilitate learning in the workplace  Make a presentation | 5th October |  |  |
| 9 | TAEDEL401  TAEDEL402  BSBCMM401 | Plan, organise and deliver group-based learning  Plan, organise and facilitate learning in the workplace  Make a presentation | 12th October |  |  |
| 10 | TAEDEL401  TAEDEL402  BSBCMM401 | Plan, organise and deliver group-based learning  Plan, organise and facilitate learning in the workplace  Make a presentation | 19th October |  |  |
| 11 | TAEDEL401  TAEDEL402  BSBCMM401 | Plan, organise and deliver group-based learning  Plan, organise and facilitate learning in the workplace  Make a presentation | 26th October |  |  |
| 12 | TAEDEL401  TAEDEL402  BSBCMM401 | Plan, organise and deliver group-based learning  Plan, organise and facilitate learning in the workplace  Make a presentation | 9th November |  |  |
| 13 | TAEASS401  TAEASS402  TAEASS403  TAEASS502 | Plan assessment activities and procedures  Assess competence  Participate in assessment validation  Design and develop assessment tools | 16th November |  |  |
| 14 | TAEASS401  TAEASS402  TAEASS403  TAEASS502 | Plan assessment activities and procedures  Assess competence  Participate in assessment validation  Design and develop assessment tools | 23rd November |  |  |
| 15 | TAEASS401  TAEASS402  TAEASS403  TAEASS502 | Plan assessment activities and procedures  Assess competence  Participate in assessment validation  Design and develop assessment tools | 30th November |  |  |
| 16 | TAEASS401  TAEASS402  TAEASS403  TAEASS502 | Plan assessment activities and procedures  Assess competence  Participate in assessment validation  Design and develop assessment tools | 7th December |  |  |
| 17 | TAEASS401  TAEASS402  TAEASS403  TAEASS502 | Plan assessment activities and procedures  Assess competence  Participate in assessment validation  Design and develop assessment tools | 14th December |  |  |
| 18 | TAEASS401  TAEASS402  TAEASS403  TAEASS502 | Plan assessment activities and procedures  Assess competence  Participate in assessment validation  Design and develop assessment tools | 21st December |  |  |

Total classroom time: 126 hours (excludes lunch break)

Suggested homework per week: 15 hours

**MSA Training and Professional Development**

msa-monashtraining@monash.edu

(03) 9905 3180

**Office**

Room 159, Level 1,

21 Chancellors Walk

Monash University,

Clayton Campus 3800

**Classrooms**

7 Innovation Walk

Monash University

Clayton Campus 3800