

TAE40122 Certificate IV in Training & Assessment

Ripponlea Institute (RTO 21230)

Mission Statement

To ensure that learners:

- ✓ Have a positive and engaging experience in their Certificate IV studies
- ✓ Are passionate and excited about teaching VET
- ✓ Are competent and feel confident heading into delivery
- ✓ Follow assessment practices of the highest standard
- ✓ Have a sound understanding of compliance requirements
- ✓ Recognise their responsibilities as trainers and assessors
- ✓ Contribute to the success of VET programs in their schools

Goals and Philosophy: High completion rates and quality learning experiences

At Ripponlea, we have a strong emphasis on engagement and understanding, with ongoing support and encouragement throughout the course.

To assist learners in their studies, we provide clear steps and instructions, personalised feedback, ongoing tracking of units attained, and positive and immediate responses to all approaches for help and advice along the way.

We tailor our course to teachers' needs, making sure that coursework is relevant to their area of teaching, suitable for their school context, and that their learning can be transferred effectively into their classrooms when they begin to deliver and assess VET programs.

We aim for teachers who complete the TAE with us to feel passionate and excited about teaching VET, and competent and confident as they get started.

Course Options

The full TAE course is made up of 12 units, however, those who are qualified to register as secondary school teachers have reduced requirements in order to be able to teach VET.

Secondary school teachers have the option to:

- Complete 3 units to attain TAESS00019 Assessor Skill Set* (*recommended*)
- Complete 5 units to attain TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set*
- Complete the full TAE40122 Certificate IV in Training and Assessment

**Please note that, while qualified secondary school teachers may complete only a Skill Set in order to be fully qualified to deliver VET, those on Permission to Teach / technicians / primary school teachers will need to enrol in a full TAE40122.*

Delivery Model

All enrolments include free twice-weekly online support sessions and additional evening and weekend sessions - learners can join these at any point, and as often as they choose, throughout their studies.

This enables learners to touch base with the Ripponlea team frequently, access immediate support on any aspect of their coursework, ask questions, get advice and feedback on practical tasks or simply check in to make sure they are on track. Feedback from learners indicates that these opportunities for frequent and friendly contact is key to their motivation and success.

We believe that a positive experience in gaining the required TAE qualification is a key factor in trainer confidence, effective and compliant teaching practices and overall quality and success of VET programs delivered upon completion.

Learning Materials and Coursework Progress

At Ripponlea, our approach includes:

- ✓ A simple platform for access to learning/reading material
- ✓ A variety of learning approaches and resources
- ✓ Structured coursework provided in manageable parts each step of the way
- ✓ Clear feedback so that learners understand next steps
- ✓ Progress updates along the way
- ✓ Direct contact with Assessors
- ✓ A focus on individual time frames and goals

It is very important to us that learners feel clear on their progress, in control of their studies and supported every step of the way.

Enrolment

To enrol, create a [Unique Student Identifier \(USI\)](#) if you don't already have one and complete the online enrolment form at [TAE enrolment form](#), selecting the course option and workshop dates that suit you best.

Contact tae@ripponleainstitute.edu.au if you have any questions. Please be in touch if you would like to discuss a tailored course just for your school and your teachers.

TAESS00019 Assessor Skill Set

The **Assessor Skill Set** is made up of **3 units**, completed in the following order:

- TAEDES411 Use nationally recognised training products to meet vocational training needs
- TAEASS412 Assess competence
- TAEASS413 Participate in assessment validation

We run the Assessor Skill Set as a series of 3 full-day online workshops. Please see the list of dates offered across 2024 in the enrolment form online at [TAE Ripponlea Enrol](#), or contact tae@ripponleainstitute.edu.au for more details.

Some coursework will need to be completed in a learner's own time. The enrolment period is for 4 months, however, we encourage completion within two weeks of finishing the workshops.

The enrolment fee is \$930.

TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set

The VET Delivered to School Students Teacher Enhancement Skill Set is made up of 5 units, completed in the following order:

Module 1: Introduction to Vocational Education & Training

TAEDES411 Use nationally recognised training products to meet vocational training needs
TAEDES412 Design and develop plans for vocational training

Module 2: Assessment in the VET sector

TAEASS412 Assess competence
TAEASS413 Participate in assessment validation

Module 3: Working effectively in the VET sector

TAEPDD401 Work effectively in the VET sector

We run a series of 3 full-day online workshops to cover Modules 1 and 2, and the remaining unit (Module 3) is completed in a learner's own time

Please see the list of dates offered across 2024 in the enrolment form online at [TAE Ripponlea Enrol](#), or contact tae@ripponleainstitute.edu.au for more details.

The enrolment period is for 6 months, however, we encourage completion within two weeks of finishing the workshops.

The enrolment fee is \$1550.

TAE40122 Certificate IV in Training and Assessment

We run the Certificate IV in Training and Assessment as an independent (self-paced) study program. All coursework is completed in a learner's own time. The enrolment period is for 12 months, however, we encourage completion within approximately 7-8 months.

The full course is made up of 12 units, including 3 units for which we offer secondary teachers the opportunity to apply for Recognition of Prior Learning*.

Course Structure

Module 1: Introduction to Vocational Education & Training

TAEDES411 Use nationally recognised training products to meet vocational training needs
TAEDES412 Design and develop plans for vocational training

Module 2: Assessment in the VET sector

TAEASS412 Assess competence
TAEASS413 Participate in assessment validation

Module 3: Working effectively in the VET sector

TAEPDD401 Work effectively in the VET sector

Module 4: Facilitate Learning

TAEDEL416 Facilitate learning for young vocational learners
TAEDEL411 Facilitate vocational training
TAELLN422 Use foundation skills resources, strategies and advice

Module 5: Mentoring

TAEDEL414 Mentor in the workplace

Module 6: RPL (Recognition of Prior Learning)

TAEDEL311 Provide work skill instruction*
BSBCMM411 Make a Presentation*
BSBTEC303 Create electronic presentations*

To complete the full TAE40122 working independently, we recommend setting aside approximately 5-6 hours each week over the enrolment period – this can vary depending on a learner’s experience, background, approach to study and personal study habits.

The enrolment fee is \$2900.

If you would like to attend 3 full-day workshops to get started on the course, the additional cost is \$200.

Our Aims: through support and personalised learning

We are able to personalise and track progress to support learners, adjusting the order of units around their needs, encouraging them to understand the qualification they are planning to teach, and ensuring that all questions are answered promptly along the way.

We hope that completing a TAE qualification at Ripponlea, whether it be a small or larger Skill Set, or the full TAE40122, is a positive experience.

We aim for our learners to finish their course feeling confident, knowledgeable, thoroughly prepared and excited to step into a VET classroom in any setting.

