



**TAE40122 Certificate IV in Training and Assessment –
Transition Program**

Assessment and Workshop Timetable (Clusters 1,2,3)

TAE40122 Cert IV TAE Transition Program Cluster 1, 2 3, Assessment Dates and Tasks

The following schedule outlines a pathway for completion of your Assessment Tasks.

This is a guide only and can be adjusted to suit your own preferred timeframes for completion.

Please note that your course has a 12 month enrolment period so all assessment tasks must be completed within 12 months of your enrolment start date.

Unit of Competency	Assessment Tasks	Assessment Due dates
TAE40122 Transition Program - Cluster 1: Design/Deliver		
TAEDES411 Use nationally recognised training products to meet vocational training needs	TAEDES411 Knowledge Questions Part A TAEDES411 Knowledge Questions Part B TAEDES411 Knowledge Questions Part C	Week 2
	TAEDES411 Assignment	Week 4
TAEDEL301 Provide work skill instruction TAEDEL402 Plan, organise and facilitate learning in the workplace BSBCMM411 – Make Presentations	TAEDEL301-BSBCMM411 Knowledge Questions Part A TAEDEL301-BSBCMM411 Questions Part B TAEDEL301-BSBCMM411 Questions Part C	Week 6
	TAEDEL402 Knowledge Questions Part A	Week 9
	TAEDEL301-BSBCMM411- TAEDEL402 Assignment	Week 12
TAE40122 Transition Program - Cluster 2: Online Learning and Assessment		
TAEDEL405 Plan, organise and facilitate online learning TAEASS404 Assess competence in an online environment	TAEDEL405 Knowledge Questions	Week 14
	TAEASS404 Knowledge Questions	Week 16
	TAEDEL405/TAEASS404 Assignment	Pre- work - Week 20 Fortress Workshop - Week 21

TAE40122 Transition Program - Cluster 3: TAE40122 Remaining units		
TAE PDD401 Work effectively in the VET sector BSBAUD412 Work within compliance frameworks	TAE PDD401/BSBAUD412 Knowledge Questions	Week 23
	TAE PDD401/BSBAUD412 Assignment 1	Week 25
	TAE PDD401/BSBAUD412 Assignment 2	Week 27
TAE ASS413 Participate in assessment validation	TAE ASS413 Knowledge Questions	Week 31
	TAE ASS413 Assignment 1- Pre validations	Pre-work - Week 32 Fortress Workshop – Week 33
	TAE ASS413 Assignment 2 – Post Validations	Pre-work - Week 34 Fortress Workshop – Week 35
TAE DES411 Use nationally recognised training products to meet vocational training needs	Credit Transfer from previous clusters	
TAE DES412 Design and develop plans for vocational training	TAE DES412 Knowledge Questions	Week 37
	TAE DES412 Assignment	Week 38
TAE DEL411 Facilitate vocational training TAE DEL311 Provide work skill instruction TAE DEL412 Facilitate workplace-based learning BSBCM411 – Make Presentations TAE ASS412 Assess competence	TAE DEL411/311/BSBCM411 Knowledge Questions	Credit Transfer from previous clusters
	TAE DEL412 Knowledge Questions	Credit Transfer from previous clusters
	TAE ASS412 Knowledge Questions	Week 39
	TAE DEL411/311/412/BSBCM411/TAE ASS412 Assignment 1	RPL from previous clusters Clusters – no further work required
	TAE DEL411 Assignment 2	Week 40
	TAE ASS412 Assignment 3	Week 42

TAEDEL405 Plan, organise and facilitate online learning TAEASS404 Assess competence in an online environment	TAEDEL405 Knowledge Questions	Credit Transfer from previous clusters
	TAEASS404 Knowledge Questions	Credit Transfer from previous clusters
	TAEDEL405/TAEASS404 Assignment	Credit Transfer from previous clusters

Fortress Workshops- How they work

TAEASS413 Participate in assessment validation workshop

1. To participate in validation and complete your TAEASS413 assessment you will be required to register for our **TAEASS413 Validation Workshops**. There are 2 different workshops that you will attend.
 - Workshop 1: Pre Validation Workshop
 - Workshop 2: Post Validation Workshop
2. Registration for the sessions can be accessed from within your Learner Portal.
3. Upon registration, our enrolments team will first check-in to ensure you have completed your first cluster (TAEPDD401/BSBAUD412) of assessments and if registering for the Workshop 2, we will also check to ensure you have already attended and completed assessment for Workshop 1.
4. You will then receive an invite and a link to join the workshop at the approved time.
5. Upon entry into the Zoom workshop, you will be met by your Trainer who will lead the validation session using break out rooms (depending on the number of students attending)
6. You will come prepared to participate and contribute through group discussions and work with the other students and lead Validator (your Trainer) to complete your TAEASS413 Validation templates
7. All required validation resources (such as Assessment Tools/Mapping Documents and completed student portfolios for validation) will be available for download prior to the workshop from your Learner Portal.
8. Each workshop will run for approximately 2 hours

Important considerations before registering to attend TAEASS413 workshops 1 and 2

1. Please note that registration numbers are limited to 20 per workshop and the workshops will run once per fortnight over the course of the enrolment.
2. Please note that you will come to the validation workshops with all required prior assessment tasks completed.
3. If you register to attend and have not completed the required previous assessments a fee of \$100 will be charged due to the allocation of personnel and resources required for the workshop and the fact that if students do not come prepared another student may miss out on the opportunity to complete their assessment. One of Fortress Learnings' core values is "The buck stops with me" and as an adult learner,

it is important that if we register we come prepared and ready to commit to our assessment.

4. If you are unsure of your completion of required assessment, please contact your Trainer who will be happy discuss this with you before you register for your workshop.

TAEDEL405 Plan, organise and facilitate online learning and TAEASS404 Assess competence in an online environment workshop

9. To deliver your 2 x 30-minute e-learning sessions and assessments with Fortress Learning you will be required to register for our **TAEDEL405/TAEASS404 Delivery Workshop**.
10. Registration for the sessions can be accessed from within your Learner portal
11. Upon registration, our enrolments team will first check-in to ensure you have completed Steps 1-4 of your Assessment and they can then accept your registration and approve the delivery.
12. You will then receive an invite and a link to join your own workshop at the approved time.
13. Upon entry into the Zoom workshop, you will be met by your 3 learners "role playing" the candidates depicted in your Assignment scenario. As this is an assessment, the workshop will begin as if this is a "real" classroom. There will be no Trainer present as you are the trainer, so if you wish to speak with your Trainer prior to attending the workshop, please ensure you do so before registering for your session.
14. Your learners will await your guidance and you can begin your 2 sessions right away as the zoom will be automatically recorded to our systems from the moment you join your 3 learners in the workshop.
15. The workshop will only run for a maximum of 70 minutes so, please ensure you keep to the time of 30 minutes per session (should you need longer, please speak with your trainer about booking further workshops)

Important considerations before registering to attend TA EDEL405/TAEASS404 workshops

5. Please note that registration numbers are limited to 7 per week so it's important that you book for delivery sooner rather than later.
6. Please note that you will come to the delivery workshop prepared for your delivery with Steps 1-4 of your assignment completed
7. If you are not prepared with Steps 1-4 of your Assignment completed a fee of \$100 will be charged due to the allocation of personnel and resources required for the workshop and the fact that if students do not come prepared another student may miss out on the opportunity to complete their assessment. One of Fortress Learnings' core values is "The buck stops with me" and as an adult learner, it is important that if we register we come prepared and ready to commit to our assessment.
8. If you are unsure of your completion of Steps 1-4, please contact your Trainer who will be happy to review Steps 1-4 before you register for your workshop.

Where to from here?

It's now time to get started with your course beginning with your first cluster: **Cluster 1 Operate in the VET sector**

Good luck. We are here to assist throughout!