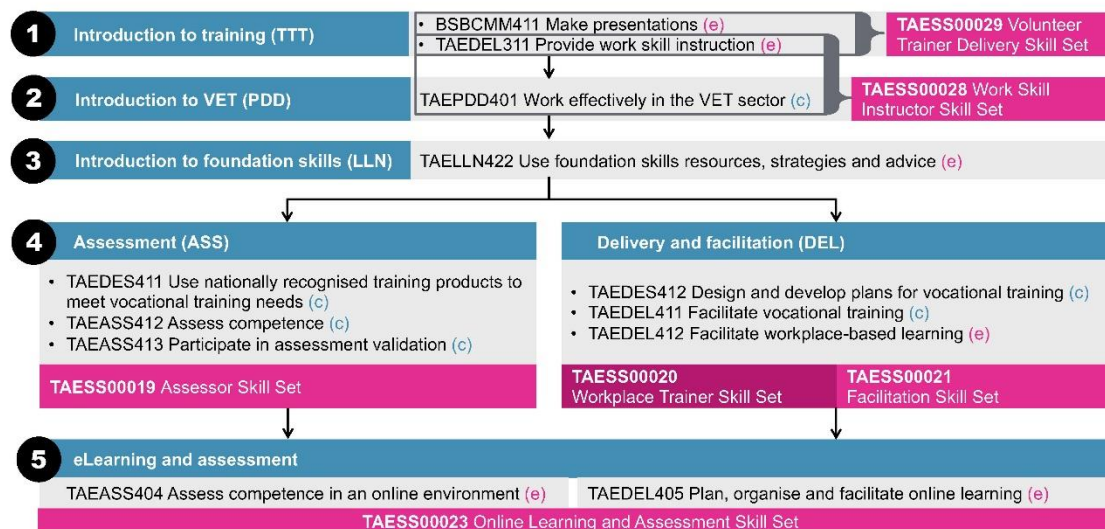




## Our TAE40122 program at a glance



TAE40122 product overview: copyright © 2024 Blackwater Projects and Pop Education (subject to change)

### TAE COURSEWORK

TAE delivery will include a combination of online and face to face coursework, completed in the classroom.

Our evening classes run from 5.15 – 9.15pm in Kiama. In addition to class, there is pre-reading and course work to be completed each week.

We estimate you will have between 6-10 hours of additional work to complete most week.

Two of the twelve units will be completed online.

You will be provided with a detailed learning and assessment schedule on enrolment.

### LEARNING MANAGEMENT SYSTEM (LMS)

KCC uses an online learning management system (LMS), called MATRIX, which is where the online learning, resources, course materials and assessments are located, and where you will submit your assessments.

You will undertake a tutorial in how to navigate MATRIX, submit assessments and store, organise and backup your files and documents.

### DELIVERY

Based on our evening delivery model, the full Qualification will take approximately five (5) school terms months to complete.

Based on our full-day delivery model, the full Qualification will take less time to achieve. There are also options to extend the duration of the TAE program, based on your work/life circumstances.

There are no classes scheduled during school holidays, this will be your chance to complete and submit assessment tasks.

### **WHAT DO YOU NEED TO SUCCESSFULLY PARTICIPATE IN THE TAE40122?**

The first thing is a solid reason to complete your TAE

The second is to attend F2F training

The third and most practical is you will need a laptop and a reasonable skill level in navigating and using the main functions of MS Office Word or 365.

**\*You will need a licence for MS Office (not the free version) and bring your laptop to class.**

### **WHAT TO DO NEXT**

If you have read through the information and the Certificate IV in Training and Assessment sounds like it might be a good fit for you, follow the next steps.

#### **1. APPLICATION**

Follow the link and complete the TAE Application.

On receipt and review of your application, we will email to advise you of the next steps.

*\*You will be emailed a date for the information session, attendance at one session is required.*

#### **2. LLN TESTING**

All applicants will complete an LLN (Language, Literacy and Numeracy Online test). This is an important obligation to ensure that all applicants can successfully participate in the training and assessment. It is important to ensure your learning, reading, writing and digital literacy skills are a good match for the requirements of the program. The LLN test takes approximately 30 minutes.

*\*If your LLN results do not meet the minimum requirements for entry into the TAE program, there are several different pathways to consider. This depends on the needs and circumstances of every single applicant and will be discussed with you.*

#### **3. TAE INFORMATION SESSION**

A 45-minute information session will be held in the training venue, to introduce your Trainer/Assessor, discuss the course structure, introduce MATRIX and give you a better idea of the course content.

#### **4. ENROLMENT & LLN TESTING**

At this point, if you have decided to complete the Certificate IV in TAE you will complete your enrolment. The enrolment is completed electronically.