



## FREQUENTLY ASKED QUESTIONS

### What exactly is the Certificate IV in Training and Assessment?

The TAE40122 Certificate IV in Training and Assessment (TAE), reflects the roles of entry-level vocational education and training (VET) teachers, trainers and assessors who are delivering training services to vocational learners and assessment services to candidates.

<https://training.gov.au/Training/Details/TAE40122>

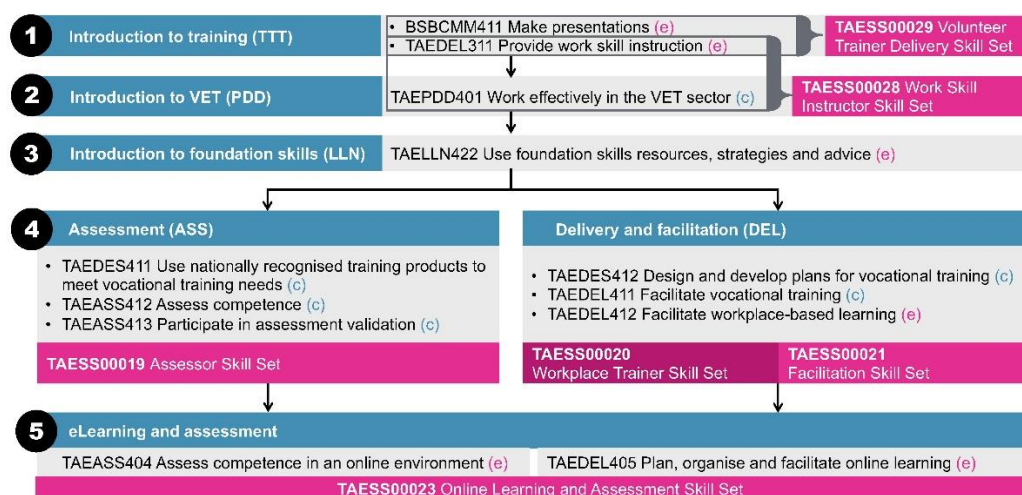
### How long does the full Certificate IV in Training and Assessment (TAE) take with KCC?

Based on our evening delivery model, the full Qualification will take a minimum of 12 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.

### What does the structure of the TAE look like?

## Our TAE40122 program at a glance



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

### How long has KCC been running TAE for?

Short answer – 27 years!

Kiama Community College (KCC) first delivered the BSZ + BSZ404A Train small groups in 1998. TAA was rolled out in 2005 and the TAE10 from about 2010. Importantly, the College has always provided bridging from BSZ to TAA and then TAA to TAE10 and then to the TAE16. Now we are excited to offer the TAE22

### What does the TAE Application consist of?

The **Application** process is the first step.

You will answer a few questions like: what are your current qualifications and vocational experience and why are you seeking to complete your Certificate IV in TAE? It also asks whether you have access to a laptop and are proficient or working towards proficiency in using Microsoft Word.

### What is the LLN test?

Following your application, there is an **online LLN component** – this measures your language, literacy and numeracy against the requirements of the TAE40122. We are required to measure students' LLN to ensure they will have the best possible chance to successfully complete the Certificate IV in TAE.

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 need and circumstances of every single applicant and will be discussed with you 1:1.

### Why are you running an Information Session, and do I have to come?

The next step is to attend a 45-minute **Information Session**, Face to Face (F2F), at KCC to ensure you have all the information you need to decide you want to commence and successfully complete the Certificate IV in TAE. The date will be provided.

This includes an introduction to the coursework and MATRIX, and an overview of the program schedule and content.

At this session, if you decide this program is right for you, you will complete your enrolment forms.

### Why do I need a laptop and Microsoft Word?

This is a combined digital learning program with face to face training and online learning. The assessments you complete require you to use a laptop (either PC or MAC) and a paid Microsoft Word program for them to format correctly.

### What sort of digital skills do I need?

You need to have moderate digital literacy skills before commencing the TAE. You will be working from a learning management system (LMS) called MATRIX and your learning

resources and assessments are downloaded electronically, all completed submissions are made electronically – you will be supported through this process.

*\*If your digital literacy skills are not up to the standard you require, we can assist with Digital Technology training.*

### **What does the TAE coursework look like?**

TAE delivery will include a combination of online and F2F coursework, with pre-reading and some course work completed prior to attending class.

There will be online learning and assessment provided for the two (online) units.

You will be provided with a schedule summary on enrolment.

### **Is Face to Face attendance important?**

KCC offers one of the few F2F TAE training experiences, rather than online learning. The F2F sessions are compulsory. If you miss one or two you will have to work out how to catch these up. We gather evidence in class to enable you to complete assessment tasks.

### **What is a learning management system (LMS)?**

KCC uses an online platform (a learning management system – LMS) called MATRIX which is where all the resources, course materials and assessments are located.

This is where you will submit your assessments.

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

### **What is the cost of the TAE?**

The TAE is **not** funded at KCC; therefore, it is **not** fee free.

The course cost is a total of \$3,600 which works out as an initial deposit paid on enrolment of \$300 to secure your place and then 11 x monthly payments of \$300. By the time your course is finished, the payments will be completed.