



**Central
Regional**



Course **Pre-Enrolment Guide**

Training Area:
Training and Assessment

Training Product:
**TAE40122 Certificate IV
in Training and
Assessment (SPO)
Geraldton, Northam
and Kalgoorlie**



Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.



Course Information

TAE40122 Certificate IV in Training and Assessment

Release number	1	Release date	08/Dec/2022
Required number of units for course completion	<p>Total number of units = 12</p> <p>6 core units plus</p> <p>6 elective units, of which:</p> <ul style="list-style-type: none"> • at least 3 must be from Group A • of the remaining elective units: <ul style="list-style-type: none"> ○ all may be from the elective units listed below ○ up to 2 may be from any currently endorsed Certificate III or above training package qualification or accredited course, provided that no more than 1 is selected from a Certificate III. <p>Elective units chosen must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment, not duplicate the outcome of another unit chosen for the qualification, and contribute to a valid vocational outcome for entry-level VET teachers, trainers and assessors.</p> <p>To access the full list of units, click on the link.</p> <p>https://training.gov.au/Training/Details/TAE40122/qualdetails</p> <p>Please see the table at the end of this document for the units offered in this qualification.</p>		
Duration	12 months – 24 months		
Location	Geraldton, Northam, Kalgoorlie campus		
Delivery mode	SPO (Self-paced Onsite) Blended delivery; on campus and online		

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

Information you need to know about the course

Writing skills

- Able to write clear sentences including short paragraphs
- Able to use correct spelling, grammar and punctuation
- Able to undertake drafting and editing of written documents
- Prepared to complete written tasks such as session plans, assessment tasks etc.

Reading skills

- Able to read and understand learning resources, training materials
- Able to interpret and respond to written assessment instructions
- Able to understand and follow organisational policies or procedures
- Able to read and analyse information from standards, frameworks and workplace documents.
- Able to interpret diagrams, tables and templates
- Can interpret diagrams, tables or templates.

Communication skills

- Able to ask questions, contribute to discussions and participate in group activities
- Comfortable delivering short presentations or explaining ideas to others
- Can listen actively and respond appropriately in learning and assessment situations
- Able to communicate clearly and professionally with learners, colleagues and assessors.

Technology skills

- Confident using email, basic file management and online learning platforms (e.g. uploading files, navigating learning content, accessing online resources)
- Able to use MS Word to produce and format documents
- Comfortable participating in online sessions via Teams (using microphone, camera, screen share)
- Can access and complete assessments using digital tools or templates provided.

Study commitment

- **MUST ATTEND** classes online (TEAMS) as per the timetable provided
- Willing to engage in self-directed study and reflective practice.
- Able to manage time, plan study tasks and meet assessment deadlines.
- Comfortable receiving feedback and using it to improve performance.
- Prepared to analyse information, solve problems and apply theory to practical situations
- Willing to spend at least 7-10 hours a week to complete learning activities and assessments.

Review of your suitability and readiness for the course

If you feel you may experience significant challenges in meeting the requirements listed above this may indicate that the course is not the best fit for you at this time and another learning pathway could better support your learning needs.

The Student Business Systems team can discuss alternative options to help you choose the most suitable pathway.

Course description and pathways

Course description

This qualification 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.

The roles may be undertaken by those working in registered training organisations (RTOs), enterprises, community organisations, schools and other VET provision contexts.

The volume of learning of the Certificate IV in Training and Assessment is typically six months to two years.

Licensing, legislative, regulatory or certification considerations

This qualification meets the minimum education requirement for trainers and assessors operating without supervision under applicable VET legislation, frameworks and/or standards. The qualification is a successor to TAE40116 Certificate IV in Training and Assessment.

Course pathways

Upon successful completion of this course, you may choose to pursue further study, such as the TAE50122 Diploma of Vocational Education and Training. Please note that this qualification is not currently offered at Central Regional TAFE.

Further details can be found on our website [here](#).

National Course Entry Requirements

Those entering this qualification must be able to demonstrate vocational competence in their proposed training and assessing area. Vocational competence is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification.

Central Regional TAFE (CR TAFE) Pre Enrolment Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

BEFORE YOU ENROL

- You must complete a **Pre-entry Learner Questionnaire** to enable us to gather relevant information about you as a learner.
- You must **provide one or more examples of evidence of vocational competence**. Refer to the Pre-entry Learner Questionnaire for examples of evidence you may provide.
- You must **complete the LLN Robot Quiz and Course Ready Quiz**. This is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time. You will be provided with a copy of your results including supplementary learning materials to support you in areas that need further development.
 - To complete the Quizzes, You will need a current email address, computer or laptop and the internet.
 - You may wish to do the Quizzes at the Student hub where you will have access to a computer and the internet.

What happens after you have completed the pre-enrolment requirements

After the Student Business Systems Staff receive the completed Pre-entry Learner Questionnaire, evidence of your vocational competence and the LLND Robot Quiz and Course Ready Quiz results, the course lecturer will review the documents, and you will be informed of the best way forward which may include:

- Proceeding to enrolment (if you met all the pre-entry requirements)
- Possible alternative learning options (if you do not have the required LLND for the course)
- OR
- Refer you to the Course Lecturer if you wish to have further discussion about your LLND skills
- Any support that can be provided.

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website [here](#).

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website [here](#).

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Learning Resources

CENTRAL REGIONAL TAFE WILL PROVIDE the following resources for you to participate in this program:

- Blackboard Learn (Online Learning Management System) where you will have access to learning and assessment materials for each unit, for the duration of your enrolment.
- Microsoft 365 suite for the duration of your enrolment (Outlook, Word, Excel, PowerPoint, OneNote, Teams, OneDrive)
- Adobe for the duration of your enrolment
- Access to the library facilities (online)
- Access to the Student Hub on campus where you can access a computer and free Wi-Fi.
- Access to the classroom for on-site classes

Note: *Students are given access to CRTAFE resources once they enrol in the course and for the duration of their enrolment. Students are charged a resource fee for access to the learning and assessment materials on the online learning management system.*

STUDENTS MUST PROVIDE

For off campus student you must have access to:

- A computer/laptop
- Reliable internet connection

CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website [here](#). Library staff are available to assist you as required.

Delivery Mode

This course is offered through the Self-Paced Onsite (SPO) blended mode of delivery that includes:

- **Online face to face classes** –the classes are conducted via Teams virtual classroom.
- **Structured out of class online activities** – provided by the lecturer on Blackboard (online learning management system) that must be completed in your own time. You are responsible for planning your study time and staying on track. You must ensure that you complete all tasks and assessments by the required dates.
- You are expected to allow 7 to 10 hours per week of home study time to complete the learning activities and assessments.

NOTE: Attendance is mandatory for all scheduled classes, whether delivered onsite or via Microsoft Teams. A timetable is provided to assist you with planning.

If you are unable to attend two scheduled sessions, you must provide a justifiable reason in writing (via email).

Students who are absent from two sessions without providing a valid reason will be withdrawn from the unit(s) in which they are enrolled. Students will have the option to re-enrol in the unit(s) in the next available cycle when they are offered again.

My Portal

There is a variety of information available to students on our website under [Current Students myPortal](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website [here](#).

Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification document like Statements of Attainment, Records of Results etc.

You won't be charged for credit transfers. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

Note: The college will not issue a qualification or Statement of Attainment that is achieved wholly through recognition of units and/or modules completed at another RTO.

Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments

- Disability support
- Aboriginal and Torres Strait Islander support

Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our [website](#).

Lecturer Contact Details:

<p>Name: Tracie Oliveri Lecturer Training and Assessment Central Regional TAFE 175 Fitzgerald Street, GERALDTON WA 6530 T: 08 9956 2822 E: tracie.oliveri@crtafe.wa.edu.au Building: To Be Confirmed on enrolment Availability: Monday – Friday 8.am – 4pm</p>	<p>Name: Sharyn Trent Lecturer Training and Assessment Central Regional TAFE Lot 1 Hutt Street Northam 6401 T: 08 9622 6777 E: Sharyn.Trent@crtafe.wa.edu.au Building: To Be Confirmed on enrolment Availability: Monday – Friday 8.am – 4pm</p>	<p>Name: Liz Boston Lecturer Training and Assessment Central Regional TAFE 34 Cheetham Street, Kalgoorlie, WA 6433 M: 0428 742 349 E: Liz.Boston@crtafe.wa.edu.au Building: To Be Confirmed on enrolment Availability: Monday – Friday 8.am – 4pm</p>
<p>Assigned units BSBCMM411 TAEDEL311 TAEDEL414 TAEDES411 TAEDES412</p>	<p>Assigned units TAEPDD401 TAEDEL411 TAEDEL416</p>	<p>Assigned units BSBAUD412 TAEASS311 TAEASS412 TAEASS413</p>

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to www.jobsandskills.wa.gov.au.

Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

Further Resources and Information

More information can be found in our Student Handbook, available for download off our website [here](#).

Licensing/Registration Requirements that Apply on Completion

Not applicable.

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

Timetable and Training Hours

The timetable provided helps you plan your week and understand your study commitments. The timetable shows which days and times you need to attend training. It helps you plan ahead and manage your participation.

Each Stage supports the progressive delivery of units in the TAE40122 Certificate IV in Training and Assessment.

Stages in TAE	Units and subjects
Stage 1 and 2 MUST be completed self-paced online BEFORE commencing to the next Stages	
Stage 1 and 2 – Work Skill Instructor	TAEDEL311 Work skill instruction BSBCMM411 Make Presentations TAEDEL414 Mentor in the workplace
The units below are delivered online via Microsoft Teams. Attendance is mandatory.	
Stage 3 – Training Design	TAEDES411 Use nationally recognised training products to meet vocational training needs TAEDES412 Design and develop plans for vocational training
Stage 4 – Facilitation	TAEDEL411 Facilitate vocational training TAEDEL416 Facilitate learning for young learners
Stage 5 – Assessment and Validation	TAEASS311 Contribute to assessment TAEASS412 Assess competence TAEASS413 Participate in assessment validation
The below units can be completed self-paced online	
Stage 6 and 7 – Compliance	TAEPPDD401 Work effectively in the VET sector BSBAUD412 Work with a compliance framework

Month	Mon	Tue	Wed	Thu	Fri
Feb 2026	2 School term starts	3	4 Evening tutorial 4.30-6.30 with Tracie	5	6
	9	10	11 Evening tutorial 4.30-6.30 with Tracie	12	13
	16	17	18 Evening tutorial 4.30-6.30 with Sharyn	19	20
	23	24	25 Evening tutorial 4.30-6.30 with Liz	26	27
Mar 2026	2 Public Holiday – Labour Day	3	4 Evening tutorial 4.30-6.30 with Tracie	5	6
	9	10	11 Evening tutorial 4.30-6.30 with Sharyn	12	13
	16	17	18 Evening tutorial 4.30-6.30 with Tracie	19	20
	23 Stage 3 Training Design (via Teams)	24 Stage 3 Training Design (via Teams)	25 Stage 3 Training Design (via Teams)	26 Stage 3 Training Design (via Teams)	27 Stage 3 Training Design (via Teams)
	30	31	1 Evening tutorial 4.30-6.30 with Liz	2	3 Public Holiday- Good Friday
Apr 2026	6 Easter	7	8	9	10
	13	14	15	16	17
	20	21	22 Evening tutorial 4.30-6.30 with Sharyn	23	24
	27 Public Holiday for ANZAC day	28	29 Evening tutorial 4.30-6.30 with Liz	30	1
May 2026	4	5	6 Evening tutorial 4.30-6.30 with Tracie	7	8
	11	12	13 Evening tutorial 4.30-6.30 with Sharyn	14	15
	18	19	20 Evening tutorial 4.30-6.30 with Liz	21	22
	25	26	27 Evening tutorial 4.30-6.30 with Tracie	28	29
	1 Public Holiday – WA Day	2	3 Evening tutorial 4.30-6.30 with Sharyn	4	5
Jun 2026	8 Stage 4 Facilitation (via Teams)	9 Stage 4 Facilitation (via Teams)	10 Stage 4 Facilitation (via Teams)	11 Stage 4 Facilitation (via Teams)	12 Stage 4 Facilitation (via Teams)
	15	16	17 Evening tutorial 4.30-6.30 with Tracie	18	19
	22	23	24 Evening tutorial 4.30-6.30 with Liz	25	26
29 PD Day	30 PD Day	1 Evening tutorial 4.30-6.30 with Sharyn	2	3	
Jul	6	7	8	9	10

Month	Mon	Tue	Wed	Thu	Fri
2026	13	14	15	16	17
	20	21	22 Evening tutorial 4.30-6.30 with Tracie	23	24
	27	28	29 Evening tutorial 4.30-6.30 with Liz	30	31
Aug 2026	3	4	5 Evening tutorial 4.30-6.30 with Sharyn	6	7
	10	11	12 Evening tutorial 4.30-6.30 with Tracie	13	14
	17	18	19 Evening tutorial 4.30-6.30 with Liz	20	21
	24	25	26 Evening tutorial 4.30-6.30 with Sharyn	27	28
	31	1	2 Evening tutorial 4.30-6.30 with Tracie	3	4
Sep 2026	7	8	9 Evening tutorial 4.30-6.30 with Liz	10	11
	14	15	16 Evening tutorial 4.30-6.30 with Sharyn	17	18
	21 Stage 5 Assessment (via Teams)	22 Stage 5 Assessment (via Teams)	23 Stage 5 Assessment (via Teams)	24 Stage 5 Assessment (via Teams)	25 Stage 5 Assessment (via Teams)
	28 Kings Birthday	29	30	1	2
Oct 2026	5	6	7	8	9
	12	13	14 Evening tutorial 4.30-6.30 with Tracie	15	16
	19	20	21 Evening tutorial 4.30-6.30 with Liz	22	23
	26	27	28 Evening tutorial 4.30-6.30 with Sharyn	29	30
Nov 2026	2	3	4 Evening tutorial 4.30-6.30 with Tracie	5	6
	9	10	11 Stage 5 Validation (via Teams)	12 Stage 5 Validation (via Teams)	13
	16	17	18 Evening tutorial 4.30-6.30 with Liz	19	20
	23	24	25 Evening tutorial 4.30-6.30 with Sharyn	26	27
	30	1	2 Evening tutorial 4.30-6.30 with Tracie	3	4
Dec 2026	7	8	9 Evening tutorial 4.30-6.30 with Liz	10	11

Attendance at the Teams online workshops is essential for your learning and progress through the course. The one-day online workshops are structured as a series of one-hour sessions with a 15-minute break between each session and a 45-minute lunch break.

 **Monday 23 March to Friday 27 March 2026**

 **9:00am to 4:00pm daily**

Delivery Mode: Teams online – mandatory attendance

This Stage will focus on the design and development of training plans for Stage 3 units:

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

Term 2, 2026

 **Monday 8 June to Friday 12 June 2026**

 **9:00am to 4:00pm daily**

Delivery Mode: Teams online – mandatory attendance

This Stage will focus on delivering unit content related to facilitation of training for units:

- **TAEDEL411** – Facilitate vocational training
- **TAEDEL416** – Facilitate learning for young vocational learners

Term 3, 2026

 **Monday 21 September to Friday 25 September 2026**

 **9:00am to 4:00pm daily**

Delivery Mode: Teams online – mandatory attendance

This Stage will cover preparation for assessment units:

- **TAEASS311** – Contribute to assessment
- **TAEASS412** – Assess competence

Term 4, 2026

 **Wednesday 11 November to Thursday 12 November 2026**

 **9:00am to 4:00pm daily**

Delivery Mode: Teams online – mandatory attendance

This Stage will cover preparation for assessment unit:

- **TAEASS413** – Participate in assessment validation

Overview of Training Hours and Assessment Methods

The table below outlines the units you need to complete. It shows the types of training you are required to do, approximately how much time they should take, and how each unit will be assessed. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Group	Pre-Requisites National Code/s
Stage 1	BSBCM411	Make presentations [OCG20]	0.00			17.50	3.00	20.50	10.00	Blended Delivery	Elective	Imported elective	
	TAEDEL311	Provide work skill instruction [OEM01]	10.00			17.50	3.00	30.50	10.00	Blended Delivery	Elective	Group A Training and Assessment	
Stage 2	TAEDEL414	Mentor in the workplace [OEM16]	0.00			20.00	6.00	26.00	9.00	Blended Delivery	Elective	Group A Training and Assessment	
Stage 3	TAEDES411	Use nationally recognised training products to meet vocational training needs [OEM56]	15.00			10.00	6.00	31.00	25.00	Blended Delivery	Core		
	TAEDES412	Design and develop plans for vocational training [OEL42]	15.00			25.00	6.00	46.00	30.00	Blended Delivery	Core		
Stage 4	TAEDEL411	Facilitate vocational training [OEM40]	15.00			20.00	4.00	39.00	30.00	Blended Delivery	Core		
	TAEDEL416	Facilitate learning for young vocational learners [OEL18]	15.00			20.00	4.00	39.00	20.00	Blended Delivery	Elective	Group A Training and Assessment	
Stage 5	TAEASS412	Assess competence [OEJ73]	15.00			25.00	6.00	46.00	35.00	Blended Delivery	Core		
	TAEASS413	Participate in assessment validation [OEJ70]	12.00			25.00	6.00	43.00	35.00	Blended Delivery	Core		
	TAEASS311	Contribute to assessment [OEJ71]	15.00				6.00	21.00	10.00	Blended Delivery	Elective	Imported elective	
Stage 6	TAEPPD401	Work effectively in the VET sector [OEM15]	0.00			25.00	7.00	32.00	30.00	Blended Delivery	Core		
Stage 7	BSBAUD412	Work within compliance frameworks [OCF98]	0.00			25.00	7.00	32.00	15.00	Blended Delivery	Elective	Group C General	
		Total	112.00	0.00	0.00	230.00	64.00	406.00	259.00				

Assessment Methods

For this course, assessments may include the following:

Knowledge questions: This involves answering questions, either orally or in writing, relating to the unit of competency.

Observations: This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.

Project: This involves completing tasks or activities in the workplace and/or simulated workplace to show that you can apply the knowledge and skills required for the unit of competency.

Portfolio: This is a collection of evidence you put together, such as documents, examples of your work, or completed activities, to show that you have the knowledge and skills required for the unit of competency.

Note: The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.



RTO: 52789

 1800 672 700

 enquiries@crtafe.wa.edu.au

 centralregionaltafe.wa.edu.au



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