



This document is to be used to verify the Teacher **DOES NOT** hold a current Certificate IV in Training and Assessment (TAE), however has been enrolled into, or as a minimum, is in the process of enrolling into, the Certificate IV in Training and Assessment with an RTO and is committed towards a successful **completion by the end of Term 1 (1 April 2022)**.

This 'Notice of Intent' is required to be completed and uploaded to your Binnacle Profile in the TAE 'Evidence of qualification' section prior to enrolling students into a class in January 2022.

This 'Notice of Intent' **will expire on 1 April 2022**. In the event you have not completed your TAE by this date, the official enrolment of students with Binnacle Training CAN NOT proceed as scheduled (commencement of Term 2 assessment). This will result in:

- a. Blocks to students accessing their assessment as well as teacher marking; or
- b. Your class being transferred to an alternative (qualified) Teacher.

TAE Requirements

The Trainer **MUST** hold the Certificate IV in Training and Assessment (TAE40116 or TAE40110*) qualification:

* Where you hold TAE40110, two new core units must also be held:

1. TAEASS502 Design and develop assessment tools (or equivalent); and
2. TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent)

This 'Notice of Intention to Obtain a TAE' must be signed and verified by your VET Manager.

NOTICE OF INTENTION TO OBTAIN A TAE (REQUIRED BY 1 APRIL, 2022)

| | | | |
|--|--|---|--|
| Teacher Full Name | | | |
| RTO Name | | | |
| RTO Contact | | | |
| RTO Contact Email Address | | RTO Contact Phone Number | |
| Name of Qualification Enrolled in | | Unit Code of Qualification Enrolled in | |
| Date Enrolled | | Expected Completion Date | |
| Additional information about the course delivery mode | | | |

This is to declare that _____ {teacher name} of _____ {school full name} has **not yet obtained a certificate of completion for the required TAE**. I declare that the information provided above is accurate. I understand that I may be contacted by Binnacle Training and required to provide further verification.

I understand that the final completion date for the Teacher (holding and providing evidence of) a current TAE is 1 April 2022 to enable students official enrolment to occur.

| | | | |
|------------------------------|--|----------------------|--|
| Teacher Signature | | Date | |
| VET Manager Name | | Email Address | |
| VET Manager Signature | | Date | |

I acknowledge this 'Notice of Intention to Obtain a TAE' expires on 1 April 2022. If the trainer has not obtained the Certificate IV in Training and Assessment by this date, students official enrolment with Binnacle Training cannot proceed.