



This document is to verify that you **DO NOT** hold a current Certificate IV in Training and Assessment (TAE) and have been enrolled into (or as a minimum, are in the process of enrolling into) a Certificate IV in Training and Assessment course with an RTO and are committed to completing it **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 that 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:

*\*If 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 BY 1 APRIL 2022

<b>Full Name</b>			
<b>RTO Name</b>			
<b>RTO Contact</b>			
<b>RTO Contact Email Address</b>		<b>RTO Contact Phone Number</b>	
<b>Date Enrolled</b>		<b>Expected Completion Date</b>	
<b>Qualification Title</b>		<b>Qualification Code</b>	
<b>Additional information about the course delivery mode</b>			

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

I understand that the final completion date to obtain (hold and provide evidence of) a current TAE is 1 April 2022 in order for students to be officially enrolled with Binnacle Training.

<b>Signature</b>		<b>Date</b>	
<b>VET Manager Signature</b>		<b>Email Address</b>	
<b>VET Manager Name</b>		<b>Date</b>	
I acknowledge that 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 then official enrolment with Binnacle Training cannot proceed for students.			