



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:

- Blocks to students accessing their assessment as well as teacher marking; or
- 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:*

- TAEASS502 Design and develop assessment tools (or equivalent); and*
- TAE LLN411 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 SCHOOLS VET MANAGER.

NOTICE OF INTENTION TO OBTAIN A TAE BY 1 APRIL 2022			
Full Name			
RTO Name			
RTO Contact			
RTO Contact Email Address		RTO Contact Phone Number	
Date Enrolled		Expected Completion Date	
Qualification Title		Qualification Code	
Additional information about the course delivery mode			

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.

Teacher Signature		Date	
SCHOOL VET Manager Signature		Email Address	
SCHOOL VET Manager Name		Date	
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.			