



This document is to verify that you **DO NOT** hold a current Certificate IV in Training and Assessment (TAE) and have been enrolled in a Certificate IV in Training and Assessment course with a TAE RTO and are committed to completing it **by the end of Term 1 (1 April 2024)**.

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 Term 1, 2024.

This 'Notice of Intent' **will expire on 1 April 2024**. If you have not completed your TAE40122 or TAE40116 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 the ability to mark assessment; or
- b. your class being transferred to an alternative (qualified) deliverer.

**PHASE 1 OF 2: Obtain the 'Work Skill Instructor' Skill Set (or an alternative Skill Set listed below) - to commence delivery - Due 1 February 2024.**

To commence delivery **without** a TAE40122 or TAE40116, a 'Work Skill Instructor' Skill Set (or an alternative Skill Set - see below) is required (as a priority) from a TAE RTO to allow you to be 'Working Under Supervision' and commence delivery of the Training Program whilst you are obtaining the full TAE qualification. The Skills Set required may be any of those listed below:

SKILL SET	REQUIRED UNITS OF COMPETENCY
<p><b>TAESS00028 - Work Skill Instructor Skill Set</b></p> <p><i>(or the superseded skill set):</i> TAESS00014/007 - Enterprise Trainer - Presenting Skill Set Or If you have a TAE40110 you may hold this superseded skill set.</p>	<p><b>TAEDEL311 Provide work skill instruction (Group A elective of TAE40122)</b></p> <p><b>TAEPDD401 Work effectively in the VET sector (Core unit of TAE40122)</b></p> <p>Or TAEDEL301/301A Provide work skill instruction BSBCMM401/401A Make a presentation</p>
<b>ALTERNATIVE SKILL SETS THAT MAY ALSO BE ACCEPTED - TO COMMENCE DELIVERY</b>	
<p><b>TAESS00020 - Workplace Trainer Skill Set</b></p> <p><i>(or the superseded skill set):</i> TAESS00013/008 - Enterprise Trainer - Mentoring Skill Set If you have a TAE40110 you may hold this superseded skill set.</p>	<p><b>TAEDEL411 Facilitate vocational training (Core unit of TAE40122)</b></p> <p><b>TAEDEL301 Facilitate workplace-based learning (Group A elective of TAE40122)</b></p> <p>Or TAEDEL404/404A Provide work skill instruction TAEDEL301/301A Mentor in the workplace</p>
<p><b>TAESS00021 - Facilitation Skill Set</b></p> <p><i>(or the superseded skill set):</i> TAESS00015/003 - Enterprise Trainer and Assessor If you have a TAE40110 you may hold this superseded skill set.</p>	<p><b>TAEDEL411 Facilitate vocational training (Core unit of TAE40122)</b></p> <p><b>TAEDES412 Design and develop plans for vocational training (Core unit of TAE40122)</b></p> <p>Or TAEASS401/401A Plan assessment activities and processes TAEASS402/402B Assess competence TAEASS403/403B Participate in assessment validation TAEDEL301/301A Provide work skill instruction</p>

**PHASE 2 OF 2: Obtain a full TAE - Certificate IV in Training and Assessment (TAE40122 or TAE40116) (to continue to deliver) - Due 1 April 2024.**

The Trainer **MUST** hold the Certificate IV in Training and Assessment (TAE40122, TAE40116 or TAE40110\*) qualification by official enrolment (commencement of Assessment Term 2):

\*If you hold the superseded 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)

Refer to the TAE Road Map - Appendix 1 below for additional information for phase 1 and 2.



## NOTICE OF INTENTION TO OBTAIN A TAE

<b>Deliverer's Full Name</b>			
<b>TAE Provider Name</b>			
<b>TAE Provider Contact Person</b>			
<b>TAE Provider Email Address</b>		<b>TAE Provider Contact Number</b>	

I confirm that I have requested from the RTO (upon enrolment) the requirement of achieving the Skill Set as a priority. I will require a SOA by 1 February 2024.

## PHASE 1 - WORK SKILL INSTRUCTOR SKILL SET (Due 1 February 2024)

<b>Date Enrolled</b>		<b>Expected Completion Date (due 1 February 2024)</b>	
<b>Skill Set Qualification Title (select one)</b>	<p><b>TAESS00028 - Work Skill Instructor Skill Set</b> <i>or the superseded skill set TAESS00014/007</i></p> <p><b>TAESS00020 - Workplace Trainer Skill Set</b> <i>or the superseded skill set TAESS00013/008</i></p> <p><b>TAESS00021 - Facilitation Skill Set</b> <i>or the superseded skill set TAESS00015/003</i></p>		
<b>Additional information about the course delivery mode (RPL, online, face-to-face)</b>			



**PHASE 2 - CERTIFICATE IV TRAINING AND ASSESSMENT - TAE40122 or TAE40116 - Due 1 April 2024**

Date Enrolled		Expected Completion Date (due 1 April 2024)	
TAE Qualification Title	<p>TAE40122 - Certificate IV in Training and Assessment</p> <p>TAE40116 - Certificate IV in Training and Assessment</p> <p>TAEASS502 and/or TAELLN411 (to upgrade my TAE40110)</p>		
Additional information about the course delivery mode and learning plan  (RPL, online, face-to-face, dates)			
Explain how the school commits to support you with obtaining the qualification by the due date			

*This is to declare the mentioned Program Deliverer has **not yet obtained a certificate of completion for the required full TAE40122 or TAE40116**. The school commits to supporting the trainer with the necessary release time for a successful completion by the expected due date - **1st April 2024**.*

**Program Deliverer Agreement:**

Program Deliverer Full Name			
Program Deliver Signature		Date	

**VET Manager Agreement:**

VET Manager Full Name			
VET Manager Signature		Date	



## APPENDIX 1 - TAE ROAD MAP

### PHASE 1 - OBTAIN WORK SKILL INSTRUCTOR SKILL SET

#### BINNACLE ASSISTED PATHWAYS:

Binnacle Training have been working with TAE RTOs to customise a TAE course to assist you with achieving the TAE requirement. If you are interested in obtaining information on some of our upcoming courses being provided by our partner RTO's or looking for recommendations on RTOs, please reach out to [admin@binnacletraining.com.au](mailto:admin@binnacletraining.com.au).

Work Skill Instructor Skill Set	Helpful Information
<p>As a matter of urgency for deliverers (who do not hold a full TAE40122 or TAE40116) to deliver VET under supervision we strongly advise to check with your TAE RTO to ensure you can obtain one of the following Skills Sets <b>first</b> as part of your full TAE40122:</p> <ul style="list-style-type: none"> <li>● <b>TAESS00028 - Work Skill Instructor Skill Set</b></li> <li>● <b>TAESS00020 - Workplace Trainer Skill Set</b></li> <li>● <b>TAESS00021 – Facilitation Skill Set</b></li> </ul> <p>A Skill Set is required to enable you to be 'Working Under Supervision' and continue to deliver any Binnacle Training Program beyond official Enrolment (commencement of assessment in Term 2).</p>	<p>RTO's offering the 'NEW' TAE40122:</p> <ul style="list-style-type: none"> <li>● No need for a separate enrolment into a Skill Set</li> <li>● The units in these Skill Sets are part of the TAE40122, depending on the electives chosen by the TAE RTO:               <ul style="list-style-type: none"> <li>○ <b>TAESS00028 - Work Skill Instructor Skill Set</b></li> <li>○ <b>TAESS00020 - Workplace Trainer Skill Set</b></li> <li>○ <b>TAESS00021 - Facilitation Skill Set</b></li> </ul> </li> <li>● Advise the RTO you need to complete the Skill Set units first (those in the Skill Set list on page 1)</li> <li>● Upon completion of the Skill Set, request a Statement of Attainment from the RTO to provide to Binnacle Training</li> </ul> <p>Consider RPL:</p> <ul style="list-style-type: none"> <li>● Most teachers would be able to provide evidence for <b>some</b> of the skills required to obtain a Skill Set and TAE and request a list of units that teachers are typically able to RPL. Also request an RPL Kit to evaluate what evidence is required to determine if this is an option for you.</li> </ul>

### PHASE 2 - OBTAIN THE FULL TAE QUALIFICATION

#### Certificate IV in Training and Assessment - Helpful Information

Any of the above three Skill Sets allows you to deliver Binnacle Training Programs via a 'Working Under Supervision' agreement (for a maximum of six months) while you are obtaining your full TAE. A Skill Set **IS REQUIRED** to enable Binnacle Training to place you under a 'Working Under Supervision' agreement.

Once you have obtained a Skill Set the next step is to issue a 'Working Under Supervisions' agreement.

Upon completion of your Full TAE please provide Binnacle Training with a copy (including transcript) of your full TAE Qualification. This will be verified and uploaded to remain in your Binnacle Profile.