



trainwest

training your future

TAESS00028 Work Skill Instructor Skill Set Enquiry package



NATIONALLY RECOGNISED
TRAINING

Thank you for considering Trainwest. At the heart of Trainwest success is the quality of training that is provided. The Trainwest team are highly skilled in their relevant areas and provide an engaging and enjoyable environment to promote a positive learning experience.

The core business of Trainwest is the Certificate IV in Training and Assessment. We have been delivering versions of this qualification since 2007. During this time Trainwest has worked with students and clients from a range of organisations and industries. This experience places Trainwest in the unique position to understand the value that expert trainers can add to their workplace and industry. Trainwest's aim is to support and mentor the development of those skilling Australia's workforce.

Our Trainwest mission statement is:

**To engage, motivate and inspire our learners, providing
a high quality training and assessment service to
individuals and across industry.**

TAESS00028 Work Skill Instructor Skill Set

OVERVIEW: This skill set provides the necessary skills and knowledge for those who facilitate and conduct work-skill instruction whilst delivering nationally recognised training under supervision in the vocational education and training (VET) sector. This course also includes an introduction to Vocational Education and Training.

RECOMMENDED FOR: This Skill Set is for individuals working under supervision to deliver training to others in the VET sector via a face-to-face and in-person delivery model.



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

Students are required to have digital literacy skills to use a laptop and applications related to their role as a trainer and assessor, such as Microsoft Word and PowerPoint.

Trainwest will assist you to identify your eligibility for enrolment into this course. The following documents must be read, completed and provided to accompany your enrolment:

- » Enrolment Form
- » Pre-existing skills and knowledge checklist
- » Trainwest Student Information Handbook
- » Copies of qualifications and transcripts you have previously attained



UNIT CODE	DESCRIPTION
TAEPDD401	Work effectively in the VET sector
TAEDEL311	Provide work skill instruction

DELIVERY STRUCTURE:

Face to face training for the TAESS00028 Work Skill Instructor Skill Set course is delivered over five days of face to face training.

In-House training This Skill Set can be customised to suit your organisation and delivered in a flexible format to suit your workplace requirements. Contact Trainwest for more information.

Video conferencing Students have the option of attending the face to face course or part of via video conferencing technology in the form of Microsoft Teams. Students require a computer with access to the internet. For more information on this option, please speak with the Trainwest Student Support team.



ASSESSMENT REQUIREMENTS

The TAESS00028 Work Skill Instructor Skill Set is competency based. You will have assessments to complete externally to the training room which will provide evidence that you have understood the training and applied it to the workplace. This requirement means that it is not possible to complete all of the assessment requirements during the face to face training.

ASSESSMENT METHODS

Students are required to complete assessment tasks for each module which typically include:

- » Answers to knowledge-based questions and questions demonstrating student's application of the required knowledge
- » Audio evidence of practical demonstrations
- » Completion of workplace projects

ASSESSMENT TIMEFRAMES

Students have up to 12 months to submit their assessments. Please be aware this is a maximum time frame and is greatly dependant on your current job role and pre-existing skills and abilities. You can submit your assessments at any time after attending the face to face component. The actual time for completion varies between students.

REQUIRED RESOURCES

- » Trainwest will provide a full set of learning and assessment materials to learners for all units of competency. Trainers will utilise detailed lesson plans and customised Power Point presentations.
- » A laptop that enables you to access the internet via Wi-Fi is essential. Please note that Microsoft Office Suite is required to be installed.

SUPPORT PROVIDED



Trainwest provides ongoing support to students throughout the duration of the program via email and telephone. We also offer post course support workshops at no additional charge which will provide students with the opportunity to have time away from the workplace to work on assessments with support from the Trainwest Trainer and Assessor.

Each student has access to 30 minutes one on one coaching free of charge. Additional one on one coaching is available at an hourly rate for those who need it.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is available for this qualification.

RPL is an assessment based pathway and is suitable for those who already have the skills and knowledge in one or more of the areas which make up the TAESS00028 Work Skill Instructor Skill Set and do not wish to undergo further training.

For those considering RPL please speak with the Trainwest Student Support team. The Student Support Team will make an initial assessment of suitability and discuss the RPL process before sending an application kit.



NATIONAL RECOGNITION

Trainwest recognises qualifications and statements of attainment issued by other Registered Training Organisations and under the Australian Qualifications Framework.

If you have previously completed any nationally accredited training, please include your certificates and transcripts with your enrolment application for credit review.

CERTIFICATION: Upon successful completion, participants will receive a Statement of Attainment for the TAESS00028 Work Skill Instructor Skill Set.



INVESTMENT:

COST	DELIVERY METHOD	DURATION
\$ 1200.00	Face to face	5 days
\$ 1200.00	Recognition of prior learning	
\$ 300.00	Personal coaching (if required)	2 hours

PAYMENT PLAN: All clients have access to Trainwest's interest free payment plan, terms and conditions apply. The standard payment amounts are:

- » \$ 500.00 Payable prior to course commencement
- » \$ 250.00 Payable on a fortnightly basis

Payments are accepted via direct debit or credit card

TAESS00028 Work Skill Instructor Skill Set Course Calendar



2025 Course Dates	
 Course dates	 Location
Monday 28th April to Friday 2nd May	Belmont
Monday 25th to Friday 29th August	Belmont
Monday 3rd to Friday 7th November	Belmont

- » Course dates are subject to change
- » Please click on the Course Date to enrol