



**trainwest**  
training your future



# TAESS00028

## Work Skill Instructor Skill Set

**Empower Others Through Practical, On-The-Job Training!**

Are you ready to inspire, instruct and lead others in the workplace?

The TAESS00028 Work Skill Instructor Skill Set is your key to delivering practical, hands-on training in real-world environments.

Whether you are new to training or want to enhance your ability to mentor others, this skill set opens the door to rewarding workplace learning opportunities.



NATIONALLY RECOGNISED  
TRAINING



## Course Overview

The **TAESS00028 Work Skill Instructor Skill Set** provides the skills and knowledge required to deliver training under supervision in a structured work environment. This course also includes an introduction to Vocational Education and Training.

This nationally recognised skill set covers:

- Planning and delivering workplace instruction tailored to individuals or small groups
- Demonstrating practical skills and processes safely and effectively
- Using communication and presentation skills to engage learners
- Providing constructive feedback and evaluating learner progress
- Supporting learners in developing competence within a vocational area.

This skill set may meet workplace or industry requirements where informal training or on-the-job instruction is part of a role. However, the skill set is not a substitute for the full *TAE40122 Certificate IV in Training and Assessment*, a requirement for delivering and assessing nationally recognised training. Completing this skill set does not qualify the holder to assess competency or issue nationally recognised qualifications.



## Recommended For

This course is ideal for those not yet qualified trainers but responsible for delivering workplace training, particularly in trade or vocational areas. It is particularly suited to:

- **Experienced workers and tradespeople:** Share your expertise by delivering hands-on training to new or existing staff in your field.
- **Individuals seeking career progression:** Boost your skills and knowledge to open up new job opportunities or transition into a new role as a workplace trainer or mentor.
- **Enterprise trainers and workplace coaches:** Formalise your ability to deliver training aligned with industry standards and organisational needs.
- **Individuals new to the VET sector:** Gain an entry point into vocational training by learning how to instruct others in workplace skills and tasks.

## Career Pathways

Roles vary depending on the industry and sector, including positions such as:

- Work Skill Instructor
- Workplace Trainer (under supervision)
- On-the-job Trainer
- Learning Support Officer.

## Education Pathways

Students may undertake a *Certificate IV in Training and Assessment* or related studies.



## Course Structure

This course consists of two (2) units of competency.

### **TAED311 Provide work skill instruction**

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Conduct individual and small group work skill instruction using existing support materials and demonstration of work skills as a training strategy.

### **TAEPDD401 Work effectively in the VET sector**

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Operate within the vocational education and training (VET) sector regulatory and operational context relevant to the job role of an entry-level VET teacher, trainer and assessor.



## Delivery Modes

Choose from a range of flexible delivery options:



### **Face-to-Face Classroom**

Attend five (5) days of face-to-face training, 8:30am to 4:00pm, at our Trainwest Training Centre.



### **Virtual Classroom (Coming Soon)**

Self-directed students complete the course via our Canvas LMS and receive remote support over the telephone, email, and Microsoft Teams. Please speak with our Student Services Team for more information.



### **Inhouse Training**

This course can be customised for group training. Delivery can be tailored to suit organisational requirements, with flexible delivery options in the workplace. Please speak with our Student Services Team for more information.



## Course Duration

This course is delivered over five (5) days of face-to-face training.

Students have up to 12 months to complete this course. The time frame for completion varies between students depending on their current job role and pre-existing skills and abilities.

Students can complete the course earlier or extend the duration for up to 18 months if required.



## Assessment Requirements

This competency-based course requires students to demonstrate the skills and knowledge gained through their training. External assessments are completed to provide evidence that students have understood and successfully applied the training in the workplace.

Assessment tasks include:

- Knowledge-based questions to test understanding
- Audio evidence of practical demonstrations
- Workplace projects applying learnings in a real-world context.

### Canvas LMS

Canvas is our online learning platform that provides students with 24/7 access to course materials, assessments, communication tools, and progress tracking. Students can view and download training resources, submit assessments, receive feedback from Trainers and Assessors, track key dates and progress, and participate in online discussions. Canvas helps students stay organised, connected and engaged throughout their learning journey.



## Skills Recognition

Students may be eligible for recognition of prior learning or credit transfers, reducing the time and cost of their studies.

### Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process that acknowledges skills and knowledge acquired through formal, non-formal, or informal learning. This pathway allows students to gain recognition for competencies they have already developed, potentially leading to the awarding of a unit of competency or qualification without additional training.

To apply for RPL, please contact our Student Services Team. They will assess the student's suitability and discuss the process before sending an application kit.

### Credit Transfer

Credit transfer allows students to receive recognition for equivalent units of competency they have successfully completed. This process ensures that students do not have to repeat training for units they already hold.

To apply for credit, students must provide evidence of the completed unit, which may include a qualification certificate or transcript, statement of attainment or USI transcript.



## Course Outcome

Upon successful completion of all units, students will receive a Statement of Attainment for the **TAESS00028 Work Skill Instructor Skill Set**.

If students do not complete the full skill set, they will receive a Statement of Attainment for all successfully completed units of competency.



## Course Requirements

To be eligible for this course, students must meet the following course requirements:

### Entry Requirements

Students must demonstrate vocational competence in their proposed training and assessing area. Vocational competence includes broad industry knowledge and experience and may involve holding a relevant unit of competency or qualification.

### Prerequisites

Students need to have the following Language, Literacy, Numeracy and Digital (LLND) skills:

- **Reading:** Ability to interpret training materials, instructions, safety and workplace procedures, training plans, and checklists.
- **Writing:** Skills to write basic session plans, learner notes, and simple records or feedback.
- **Communication:** Ability to engage with learners, give instructions, and provide feedback effectively.
- **Numeracy:** Basic number skills to explain any workplace-related numerical processes to learners.
- **Digital Literacy:** Ability to conduct online research, navigate files and folders, and use basic digital tools such as email, word processing and possibly presentation software.

Students will complete an LLND assessment prior to enrolment to ensure the course is suitable.

### Student Resources

Students need to have the following resources:

- Laptop with Wi-Fi capability, a USB port, and Microsoft Office
- Microsoft Teams for remote support is recommended
- Access to a workplace, or simulated work environment, to complete post-course practical assessments, including at least two individuals to deliver one-on-one and small group training.



## Student Support

Trainwest supports students throughout their learning journey, ensuring they have access to the resources and guidance they need to succeed.

### Support includes:

- ✦ **Trainer & Assessor Assistance:** Our experienced Trainers and Assessors provide guidance, feedback and support throughout the course.
- ✦ **Flexible Learning:** Learning materials, feedback, and assistance are accessible whether studying in person or remotely.
- ✦ **Support Workshops:** Free [workshops](#) are available to help students complete their assessments.
- ✦ **Personal Coaching:** Access one-on-one support with a Trainer and Assessor, with the first two 30-minute sessions provided free of charge.
- ✦ **Wellbeing Support:** Wellbeing services and referral options are available to assist students in managing personal or study-related challenges during the course. [The Australian Counselling Service \(ACS\)](#) provides our students with free, confidential counselling support designed to assist with study-related stress, anxiety, motivation, life changes, and general wellbeing.



## Course Fees

<b>Tuition Fee</b>	\$1,200
<b>Recognition of Prior Learning</b>	\$1,200
<b>Personal Coaching</b> (after first free hour, if required)	\$150 per hour



## Ready to apply?

Visit our website to view upcoming course dates and submit an enrolment application. Scan the QR code or [click here](#) to get started.

To ensure the course is suitable and that the necessary support can be provided, all applicants must complete a pre-enrolment assessment process.

Once an application has been reviewed, students will be invited to complete a Language, Literacy, Numeracy and Digital literacy (LLND) assessment.

These assessments help us confirm that the course aligns with the student's current skills and learning needs. After reviewing the results, our team will provide individualised advice on course suitability before finalising the enrolment.

## Need more information?

Read our [Trainwest Student Handbook](#) for details on our course policies, student services, and other essential information.

Contact us and speak with our team. We're here to answer any questions and help you choose the right course for you.



### Training Hours

8:30am to 4:00pm



### Training Location

[Level 1, 23 Abbott Road, Perth Airport, WA 6105](#)

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**Apply Now!**

## Contact Us



1300 938 411



[admin@trainwest.com.au](mailto:admin@trainwest.com.au)



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