

FEBRUARY 2026

RTO 31974

Information pack

TAESS00019 – Assessor Skill Set



FORTRESS
LEARNING

Unlocking potential for brighter futures



TAESS00019 ASSESSOR SKILLSET

This skill set provides the skills and knowledge to work as a qualified assessor without supervision. This is also an alternative path to the full TAE40122 Certificate IV in Training and Assessing (you can credit transfer these units in) or for a qualified secondary teacher to work as a VET course teacher within a secondary school.

With this skill set, you can gain a Statement of Attainment and can either start working in an RTO as an assessor only, or for teachers, as a VET course teacher. Add additional skill sets later to obtain the full TAE40122 Certificate IV TAE qualification if you want/need to.

The following 3 units of competency will be covered:

- TAEDES411 Use nationally recognised training products to meet vocational training needs
- TAEASS412 Assess Competence
- TAEASS413 Participate in Assessment Validation

ZOOM WORKSHOPS

Two assessment workshops are available to our students. They are included in the course price and is to complete the TAEASS413 Participate in assessment validation and TAEASS412 Assess Competence. The workshop is facilitated by one of our experienced trainers and runs online via Zoom fortnightly on a Tuesday, from 9am to 4pm. Registration is required.

COURSE REQUIREMENTS

You need 3 people to volunteer to act as "candidates" in order to complete the practical assessment for this skill set. Everything else we provide.

The Assessments:

You need to have completed all of the learning and preparation modules in your learner portal before you can attend our Zoom workshops.

Then you just need to complete the knowledge questions and submit the evidence and documentation once you have completed the workshop complete this unit.

Once you have passed all of your assessments, you'll receive your Statement Of Attainment for this skill set.



THE TECHNICAL CONTENT OF THE UNITS

TAEDES411 – Use Nationally Recognised Training Products To Meet Vocational Training Needs

This unit describes the skills and knowledge required to analyse and use nationally recognised training products to meet vocational learners' skill and knowledge development needs.

The unit applies to entry-level VET teachers, trainers and assessors who use a range of products that are nationally recognised or aligned with other recognised frameworks in addressing learners' training needs.

1. Prepare To Use Nationally Recognised Training Products:

- Access and interpret industry and learner information to identify training needs.
- Research nationally recognised training products that would meet identified training needs.

2. Analyse Nationally Recognised Training Products:

- Read and interpret nationally recognised training products that may meet training needs.
- Select those training products that meet identified needs.
- Review and interpret information in available support material relating to selected training products.
- Access and interpret existing training and assessment strategy to determine the training context and assessment environment.

3. Apply and Evaluate Selected Nationally Recognised Training Products:

- Apply selected nationally recognised training products to own practice according to learner needs and regulatory requirements.
- Seek feedback relating to whether applied training products meet specified requirements and identified needs.
- Analyse collected feedback and identify required changes to product use.



THE TECHNICAL CONTENT OF THE UNITS

TAEASS412 – Assess Competence

This unit describes the skills and knowledge required to plan, prepare for and conduct the competency-based assessment of candidates using nationally recognised training products and validated assessment tools. It involves planning and preparing for the assessment based on the accessed training and assessment strategy and delivery plan.

The unit also involves customising the assessment process; preparing candidates to be assessed; and then implementing assessment processes, including recognition of prior learning. Implementing assessment requires gathering quality evidence, making assessment judgements, and recording and reviewing the assessment process.

The unit applies to entry-level vocational education and training (VET) assessors who assess candidates against nationally recognised training products.

1. Plan and Prepare to Conduct Assessment:

- Access registered training organisation (RTO) assessment system and legislative and regulatory requirements and confirm assessment policies and procedures relevant to own job role.
- Access training and assessment strategy and delivery plan and identify purpose, target group, requirements and resources for assessment.
- Access and analyse unit/s of competency and assessment tool, and check that tool maps to unit/s and assessment requirements and complies with the principles of assessment and rules of evidence.
- Identify actions required to be undertaken by candidate and assessor in preparation for assessment.
- Identify and obtain resources required to meet assessment conditions according to organisational procedures.

2. Customise Assessment Process:

- Identify where recognition of prior learning (RPL) and/or reasonable adjustment is required and can be appropriately applied to the assessment process without compromising the assessment's integrity.

THE TECHNICAL CONTENT OF THE UNITS

TAEASS412 – Assess Competence Cont...

2. Customise Assessment Process Cont...

- Review foundation skill requirements of the unit of competency and foundation skill levels of candidates.
- Seek specialist advice and support where foundation skill support is required before assessment.
- Review information about candidates' industry and/or work roles and identify any contextualisation required of the assessment process.
- Determine and apply suitable methods to achieve the required contextualisation.
- Record any modifications to the assessment process according to organisational procedures.

3. Prepare Candidates:

- Explain to candidates the assessment process, performance standards, and any customisation made to the assessment process, according to organisational procedures.
- Confirm that candidates understand and agree to the assessment process and know their right to appeal.
- Confirm with candidates that they are ready for assessment.
- Schedule assessment activities according to organisational procedures.

4. Collect Evidence:

- Organise, contextualise and confirm assessment activities and candidate support according to assessment tool instructions.
- Use agreed assessment methods and instruments to gather, organise and document evidence in a format suitable for determining competence and according to principles of assessment and rules of evidence.
- Identify, monitor, and address within the scope of own role work health and safety (WHS) hazards and risks during evidence collection.
- Monitor and adjust reasonable adjustments as required to accommodate candidate needs while maintaining the rigour of the assessment process.
- Record judgement of satisfactory or not satisfactory performance on all instruments and reasons for that judgement.

THE TECHNICAL CONTENT OF THE UNITS

TAEASS412 – Assess Competence Cont...

4. Collect Evidence Cont...

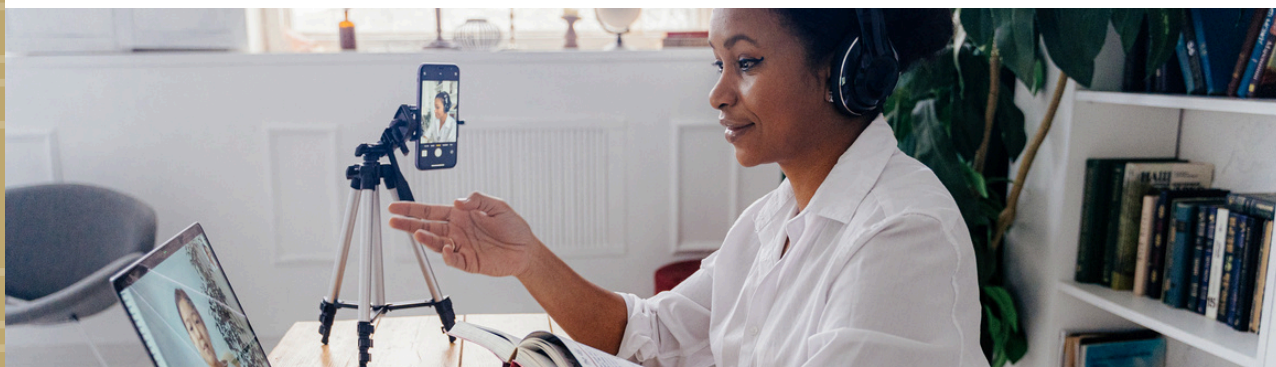
- Provide candidates with feedback on performance, support and opportunities to re-submit assessments according to organisational procedures.

5. Make Assessment Judgement:

- Review collected evidence and confirm that rules of evidence and principles of assessment have been met.
- Ensure that required assessment activities have been completed according to VET regulatory requirements and the assessment guidance and are assessed as satisfactory before making a judgement of competence.
- Seek moderation to assist in making the final judgement where required and according to organisational requirements.
- Make assessment judgement based on evidence of individual candidate's demonstrated competence against evidence requirements.
- Record judgement of competence, details of how the judgement was made, and any modifications or adjustments made to the assessment process.
- Provide feedback to the candidate on performance and assessment judgement according to organisational procedures.
- Implement and document required follow-up for those candidates deemed not yet competent.
- Complete and submit assessment records and results according to organisational procedures.

6. Review assessment practice:

- Seek feedback relevant to your assessment practice and according to organisational procedures.
- Analyse assessment and own assessment practice and feedback and identify improvement opportunities.



THE TECHNICAL CONTENT OF THE UNITS

TAEASS413 – Participate In Assessment Validation

This unit describes the skills and knowledge required to participate in the validation of assessment tools, practices and judgements, including in:

- Pre-assessment validation of assessment tools before they are first used with candidates and post-assessment validation of the tools after having been used to assess candidates
- Post-assessment validation of practices and judgements.

The unit applies to vocational education and training (VET) trainers and assessors with relevant industry experience to participate in validation activities according to organisational policies and procedures.

Validation activities encompass the quality review of the assessment tools, practices and judgements. Participants in the validation do not lead the validation process.

1. Prepare for Validation Activities:

- Confirm the purpose, context and scope of planned assessment validation.
- Confirm the role and responsibilities of self and others in the validation activities.
- Access and review required assessment system policies and procedures and legislative and regulatory requirements relevant to own job role.
- Confirm receipt of documents to be used in the validation process, reporting procedures, and records.
- Review units of competency to identify evidence requirements.
- Access and review samples of evidence collected and assessment judgements made.

2. Participate in Assessment Validation:

- Actively participate in validation sessions and activities using agreed communication methods and modes.
- Apply principles of assessment and rules of evidence to assessment tools.
- Discuss validation outcomes and recommendations to support improvements in the quality of assessment processes and judgements.
- Report on validation outcomes and recommendations for improvement.

THE TECHNICAL CONTENT OF THE UNITS

TAEASS413 – Participate In Assessment Validation Cont...

3. Contribute to Validation Outcomes:

- Discuss, agree and record recommendations to improve assessment practice according to organisational procedures.
- Seek feedback from other participants on own participation in assessment validation activities.
- Analyse feedback and own practice and identify opportunities for improvements.



EXCLUSIVE BONUS INCLUDED:

Fortress Learning, in collaboration with VELG Training, is pleased to offer graduating students a complimentary 6-month subscription to VELG Training as part of the VELG Edge Initiative. This subscription includes access to:

- ✓ Webinars and Events
- ✓ Professional development opportunities
- ✓ Industry resources and more



You can learn more about VELG Training by visiting their website: <https://www.velgtraining.com>

SUPPORTING YOU TO COMPLETION

SUPPORT

At Fortress Learning, we believe that support is the cornerstone of success. That's why we're committed to providing you with all the guidance and assistance you need throughout your learning journey. From dedicated Course Advisors to expert trainers and an intuitive online learner portal, we've got your back every step of the way. Here are just some of the ways we help with your learning journey.

Student support: Call our support team in the office on 1300 141 994 any time within business hours for assistance with your learner portal, any tech issues or any course inquiries and they will direct you to the right place to look or put you in touch with a trainer.

Facebook Support Group: Join our Facebook Support group to ask fellow students for any guidance, you never know the connections and life long friendships you might make!

Optional Additional 1/1 trainer tutoring sessions : Get 1/1 - 30 minute Google or Zoom meetings with a trainer to assist you if you get really stuck! (fees apply).

Student Support - Targeted Support and Progress check- ins: - we care about your success and pride ourselves on our great completion rates. We check in regularly (at least once a month) with monthly texts and little reminders when you are not progressing as you should be and we invite you to chat with one of our team to set up support strategies that may work for you if your circumstances change (this ranges from extensions, deferral of course time to targeted trainer led support - we personalise this depending what your needs are!

GRADUATION

At Fortress Learning, graduation isn't just a milestone - it's a celebration of you. You're not just a number to us; you're an important part of our story, and we're proud to have been part of yours.



WHAT OUR GRADUATES SAY ABOUT US


Fortress is the best for Online TAE

High Quality Learning

 **Truspidot 4.8** ★★★★★
Based on 1,623 reviews

I was very well supported by Fortress

Very positive experience

 **Rating 5.0** ★★★★★
Based on 357 reviews

Fortress Learning is a great Training Company.

The GOAT of RTO's

FREQUENTLY ASKED QUESTIONS

Who Is This For?

This program is designed for any person who wants to become an assessor, but who currently doesn't work in an RTO as an assessor and doesn't have any experience working as an assessor in the VET (Vocational Education and Training) industry. It's also for secondary school teachers wanting to be able to teach VET courses in school.



How Long Does It Take?

This course has an enrolment period of 3 months and is a self-paced, self-directed online learning program. With fast marking times of 4 days or less, it means you can keep up your momentum, make rapid progress, and complete your qualification on your schedule—without unnecessary delays.



Are There Flexible Payment Options?

Payment plan options are available for fortnightly direct debits from credit cards or bank accounts (on request). Details of those options are outlined on the relevant course page once you click "enrol", or your Course Advisor can help you work out what's best for you.



How Long Do You Take to Answer My Calls or Emails?

All emails are responded to within 8 business hours by our support team.

If we miss your call, just leave a message and we'll call you back within 4 business hours.



Can I start the course anytime?

We offer rolling enrolments which means you do not have to wait to enrol in your course. Upon notification of your application and payment of the initial \$150 deposit, we will reach out to ensure your suitability for enrolment with our pre-enrolment survey. Once all pre-enrolment and enrolment checks are complete, we will activate your learner portal, you will receive login details and you can begin your course and access all of your training and assessment materials.



What If I Change My Mind?

All students have a 30-day cooling-off period. If you have any issues (at any time) that's making your learning journey difficult, our support team is there to help you resolve them. All you need to do is reach out, which we encourage you to do. There isn't much they can't fix or sort out to keep you moving forward.



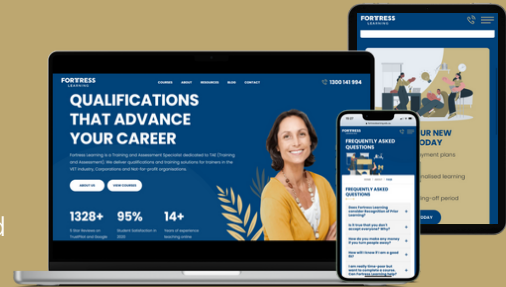
"There are no shortcuts to any place worth going." - Beverly Sills

WHY CHOOSE FORTRESS

1. 24/7 Access To Our Learner Portal

Organised, sequenced and with added video and PDF guides to make understanding the assessments SO much easier, and faster to complete!

This online system makes submitting your assessments and receiving feedback, nice and straight forward.



2. The Support You Need

Reach out during business hours at 1300 141 994 for help with tech issues, course queries, or trainer assistance. The learner portal also offers an intuitive help function for pinpointed trainer support. Stay on track with monthly reminders and personalised support strategies, including extensions or trainer-led guidance if needed.



3. Fast Assessment Marking Times

Our trainers are highly qualified, located here in Australia, have multiple qualifications and have come from various industries.

With a maximum turnaround time of 4 business days for all of your assessments, the speed of completing your qualification is mostly up to you. Bonus!



4. Experts At All Things Training & Assessment

We've been training, supporting, and mentoring our industry's next generation of trainers, assessors and VET leaders since 2009. We know our industry inside out because we do this and ONLY this! We have a hard earned reputation for producing high-quality trainers, assessors and leaders.



LET'S DISCUSS YOUR TRAINING & CAREER NEEDS

Not sure which option is best for you? Need help enrolling?

Our amazing Course Advisors are here to help!

Give us a call or send us an email—we're always happy to assist.



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