

NATIONWIDE ACADEMY

RTO 40393 | ACG Global Australasia Pty Ltd | ABN: 40 146 514 301

PRE-TRAINING REVIEW (PTR) FORM TAE40122 Certificate IV in Training and Assessment

Confidential — This form must be completed prior to enrolment

This Pre-Training Review (PTR) is conducted in accordance with the Outcome Standards for RTOs 2025 and Nationwide Academy's TAS V6.0 for TAE40122. The PTR confirms the learner's suitability, assesses existing skills, determines the appropriate delivery pathway, and identifies any support requirements. The outcomes of this review are documented in the learner's Individual Training Plan (ITP).

Section 1: Learner Details

Full Name:	
Date of Birth:	
Email Address:	
Phone Number:	
Address:	
USI (Unique Student Identifier):	
Date of PTR Interview:	
PTR Conducted By:	
PTR Method (in person / phone / Teams):	

Section 2: Age Confirmation

Learners must be 18 years or over to enrol in TAE40122.

Criteria	Yes	No	N/A
Is the learner 18 years of age or over?			
Has proof of age been sighted (e.g. ID, licence, passport)?			

Section 3: Vocational Competency Assessment

The TAE40122 Training Package requires learners to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience.

Proposed training/assessing area (industry):	
Current or most recent job title:	
Current or most recent employer:	
Years of experience in this industry:	
Relevant qualifications held:	

Previous TAE qualification (if any):	
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Vocational Competency Evidence Checklist

Tick each item where evidence has been sighted and verified:

Criteria	Yes	No	N/A
Relevant industry qualification or unit(s) of competency held			
Employment records confirming industry experience (minimum 1 year)			
Employer reference or letter confirming vocational competency			
Portfolio of work samples demonstrating industry practice			
Professional registration, licence, or membership (if applicable)			
Evidence of current industry engagement within last 2 years			

Vocational Competency Independent Verification

Assessor must independently verify vocational competency using at least ONE of the following methods:

Criteria	Yes	No	N/A
Employer / supervisor contacted to confirm current industry role and competency			
Professional registration, licence, or membership independently verified			
Vocational Competency Evidence Kit cross-checked against employer reference			
Qualification verified via USI transcript or issuing RTO confirmation			
LinkedIn / professional profile reviewed for consistency with claimed experience			

Verification method used:	
Person contacted (name/role):	
Date of verification:	
Verified by (assessor name):	

Assessor Notes on Vocational Competency

Section 4: Language, Literacy, Numeracy & Digital Literacy (LLND)

LLND is assessed using the Core Skills Profile for Adults (CSPA) benchmarked against the Australian Core Skills Framework (ACSF) at Level 3. All five core skills must be assessed.

ACSF Core Skill	Level Achieved	Meets Level 3?	Support Needed?	Notes
Learning				
Reading				
Writing				
Oral Communication				
Numeracy				

Digital Literacy Assessment

The learner must demonstrate sufficient digital literacy to navigate Microsoft Teams, Moodle LMS, and online assessment submission independently.

Criteria	Yes	No	N/A
Can use a web browser to access online platforms			
Can join and participate in a Microsoft Teams video session			
Can navigate a Learning Management System (upload/download files)			
Can create, save, and submit documents electronically			
Can use email for communication and file sharing			
Has access to a computer with webcam, microphone, and internet			

CSPA Assessment Reference / ID:	
Date of CSPA Assessment:	
CSPA Report Attached?	

LLND Support Plan (if any core skill below Level 3)

Section 5: Training and Assessment Experience

This section determines whether the learner has prior experience in training, assessing, mentoring, or workplace instruction. This informs pathway eligibility.

Criteria	Yes	No	N/A
Has delivered formal or informal training in a workplace setting			
Has conducted assessments or competency evaluations			
Has mentored or coached others in a professional capacity			
Has developed training materials, session plans, or assessment tools			
Has supervised or managed workplace learners (e.g. apprentices, trainees)			
Holds a current or previous TAE qualification (TAE40116 or equivalent)			

Total years of training/assessment experience:	
Types of training delivered (list):	
Evidence sighted (references, records, portfolio):	

Section 6: Pathway Determination

Based on Sections 3–5, the assessor determines the appropriate delivery pathway. Tick ONE pathway below.

Option A: Standard Pathway (32 weeks)

Suitable for learners with vocational competency who are new to formal training and assessment.

Criteria	Yes	No	N/A
Learner has vocational competency but limited formal TAE experience			
Learner benefits from structured weekly delivery (1 session/week)			
RECOMMENDED PATHWAY: STANDARD			

Option B: Intensive Pathway (16 weeks)

Suitable for experienced practitioners ONLY. Learners cannot self-select. ALL five criteria below must be met.

Criteria	Yes	No	N/A
Minimum 3 years demonstrated experience in training delivery, assessment, mentoring, or workplace instruction			
Evidence of prior formal or informal training delivery sighted (session plans, records, employer references, third-party reports)			
LLND capability confirmed at ACSF Level 3 or above via CSPA			

Digital literacy sufficient to independently navigate Microsoft Teams, Moodle LMS, and online assessment submission			
Assessor confirms learner has capacity, time availability, and support structures to sustain 2 sessions per week over 16 weeks			
ALL 5 CRITERIA MET — RECOMMENDED PATHWAY: INTENSIVE			

Option C: Upgrade / Recognition Pathway (RPL)

For holders of TAE40116 or equivalent predecessor qualification only.

Criteria	Yes	No	N/A
Learner holds TAE40116 Certificate IV in Training and Assessment (or equivalent)			
Evidence sighted: Statement of Attainment / Testamur / USI Transcript			
Verified with issuing RTO (if required)			
RECOMMENDED PATHWAY: UPGRADE / RECOGNITION (RPL)			

Section 7: Support Needs and Reasonable Adjustment

Identify any support requirements or reasonable adjustments needed.

Criteria	Yes	No	N/A
Does the learner require additional time for assessments?			
Does the learner require alternative assessment formats?			
Does the learner have a disability or medical condition requiring adjustment?			
Does the learner require language support (e.g. interpreter, simplified instructions)?			
Does the learner require assistive technology?			
Does the learner have caring responsibilities affecting availability?			
Does the learner have other commitments (work/study) affecting scheduling?			

Reasonable Adjustment Details (if any)

Section 8: Pre-Enrolment Information Provided

Confirm the following information has been provided to the learner prior to enrolment (required under Outcome Standards for RTOs 2025).

Criteria	Yes	No	N/A
Course content, duration, and delivery mode explained			
Entry requirements and vocational competency requirement explained			
Fees, payment structure, and \$1,500 prepaid fee limit explained			
Refund policy provided			
Assessment methods and requirements explained			
RPL and Credit Transfer options explained			
Complaints and appeals process explained			
Student Code of Conduct provided			
Privacy Policy provided			
Learner's rights and obligations explained			
Technology requirements explained (computer, internet, webcam, Teams, Moodle)			

Completion timeframes and re-enrolment policy explained			
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Section 9: PTR Outcome and Assessor Declaration

Selected Pathway:	
Proposed Start Date:	
Expected Completion Date:	
Fee Applicable:	

Assessor Declaration

I confirm that I have conducted this Pre-Training Review in accordance with the Outcome Standards for RTOs 2025 and Nationwide Academy’s TAS V6.0 for TAE40122. I have assessed the learner’s vocational competency, LLND capabilities, training and assessment experience, and support needs. The pathway recommended above is appropriate for this learner based on the evidence reviewed.

Assessor Name:	
Assessor Signature:	
Date:	

Learner Declaration

I confirm that the information I have provided is true and accurate. I understand the entry requirements, course structure, fees, and my obligations as a student. I have received pre-enrolment information as listed in Section 8 and have had the opportunity to ask questions.

Learner Name:	
Learner Signature:	
Date:	

If NOT Approved — Rejection Traceability

Reason(s) for non-approval:	
Date learner notified:	
Notification method (email / phone / in-person):	
Alternative pathway discussed?	
Copy of notification saved to student file?	

PROCESS FLOW: Enrolment Application → PTR (this form) → PTR Approval → Individual Training Plan (ITP) created within 5 business days → Training Commencement

This completed PTR form is filed in the learner’s enrolment record alongside the ITP and is available for audit review.