

# NATIONWIDE ACADEMY

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

## VOCATIONAL COMPETENCY EVIDENCE KIT

### TAE40122 Certificate IV in Training and Assessment

*To be completed by the applicant and submitted with enrolment application*

TAE40122 requires you to demonstrate vocational competency in your proposed teaching and assessing area. This means you have broad industry knowledge and experience in the field you intend to train and assess in. This kit helps you collect and present the evidence needed.

### Part A: Your Details

<b>Full Name:</b>	
<b>Proposed Training/Assessing Area:</b>	
<b>Date:</b>	

### Part B: Industry Qualifications

List all qualifications relevant to your proposed training and assessing area. Attach certified copies of testamurs/statements of attainment.

#	Qualification Name	Issuing Organisation	Year Completed	Evidence Attached?
1				
2				
3				
4				
5				

### Part C: Employment History

List your employment history in your proposed training/assessing area. Start with the most recent. Minimum 1 year of industry experience required.

#	Employer / Organisation	Job Title	Dates (From – To)	Years	Key Duties
1					
2					
3					
4					
5					

## Part D: Training and Assessment Experience

If you have prior experience in training, assessing, mentoring, or workplace instruction, describe it below. This is used to determine pathway eligibility (Standard, Intensive, or Upgrade).

### D1: Formal Training Delivery

Have you delivered training in a formal or informal capacity? Describe below.

**Describe your training delivery experience (who, what, where, how long)**

### D2: Assessment Experience

Have you assessed others' competency or conducted evaluations?

**Describe your assessment experience (formal assessments, workplace evaluations, competency sign-offs)**

### D3: Mentoring and Coaching

Have you mentored, coached, or supervised learners in a workplace?

**Describe your mentoring/coaching experience (apprentices, trainees, new staff, team members)**

### D4: Previous TAE Qualification (for Upgrade Pathway Only)

<b>Previous TAE qualification held:</b>	
<b>Issuing RTO:</b>	
<b>Year completed:</b>	
<b>Evidence attached (testamur/SOA/USI transcript)?</b>	

## Part E: Employer / Supervisor Reference

Provide at least ONE reference from a current or recent employer or supervisor who can confirm your vocational competency in your proposed training/assessing area. Nationwide Academy may contact this person to verify your experience.

### Reference 1

<b>Referee Name:</b>	
<b>Referee Position:</b>	
<b>Organisation:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Relationship to Applicant:</b>	
<b>How long have they known you?</b>	

### Reference 2 (Optional)

<b>Referee Name:</b>	
<b>Referee Position:</b>	
<b>Organisation:</b>	
<b>Phone:</b>	
<b>Email:</b>	

## Part F: Evidence Checklist

Tick each item you are attaching with this evidence kit. Minimum evidence required is marked with an asterisk (\*).

#	Evidence Type	Required?	Attached?	Verified?
1	<b>Certified copy of relevant industry qualification(s)*</b>	<b>Yes</b>		
2	<b>Employment records or letter confirming industry experience*</b>	<b>Yes</b>		
3	<b>Employer/supervisor reference (Part E)*</b>	<b>Yes</b>		
4	<b>Photo ID (proof of age and identity)*</b>	<b>Yes</b>		
5	Portfolio of work samples (training materials, assessments, reports)	Recommended		
6	Professional registration, licence, or membership	If applicable		
7	Previous TAE qualification (for Upgrade pathway only)	If Upgrade		
8	USI Transcript (if previous TAE qualification held)	If Upgrade		
9	Training records or session plans (if claiming training experience)	Recommended		

10	Third-party reports or workplace evidence	Recommended		
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**SUFFICIENCY RULE**

Minimum requirement: ALL 4 items marked \* (items 1–4) MUST be attached for this kit to be accepted. Without all mandatory items, the assessor will NOT proceed to the Pre-Training Review interview.

*Recommended items (5–10) strengthen your application and may reduce the need for additional evidence requests during the PTR.*

Sufficiency determination: The assessing trainer determines whether the total evidence package is sufficient to confirm vocational competency. If insufficient, the assessor will request specific additional evidence in writing before proceeding.

## Part G: Applicant Declaration

By signing below, I declare that:

- All information provided in this evidence kit is true, accurate, and complete
- All evidence attached is authentic and my own (or relates to my own work and experience)
- I understand that providing false or misleading information may result in my enrolment being cancelled
- I consent to Nationwide Academy contacting my referees and verifying my qualifications and employment
- I understand that vocational competency is a prerequisite for enrolment in TAE40122 and that I must demonstrate this competency to the satisfaction of the PTR assessor
- I understand that Nationwide Academy reserves the right to request additional evidence if the submitted evidence is insufficient

<b>Applicant Name:</b>	
<b>Applicant Signature:</b>	
<b>Date:</b>	

### For Office Use Only — Evidence Verification Log

**The assessor must independently verify key evidence items. Do NOT rely solely on applicant-provided documents.**

<b>Evidence reviewed by (assessor name):</b>	
<b>Date reviewed:</b>	
<b>All 4 mandatory items received?</b>	
<b>Qualification verified via USI transcript or issuing RTO?</b>	
<b>Employment verified (employer contact / letter)?</b>	
<b>Referee contacted? (name, date, outcome):</b>	
<b>Evidence consistent across all parts?</b>	
<b>Additional evidence requested? (if yes, list):</b>	
<b>Vocational competency CONFIRMED?</b>	
<b>Pathway recommended:</b>	
<b>Assessor signature:</b>	
<b>Date:</b>	

**PROCESS FLOW: Vocational Competency Evidence Kit (this form) → PTR Interview (PTR Form TAE40122) → PTR Approval → Individual Training Plan (ITP) → Training Commencement**

*This completed evidence kit is filed with the learner's PTR form and enrolment record. Both documents are available for audit review.*