UNQUALIFIED TEACHER’S LETTER
(Only needs to be completed if the teacher delivering the training does not have the TAE40110 Certificate IV in Training and Assessment).

Dear Allan Barnes,

This letter is to advise the Australian Institute of Education and Training that we currently have a teacher teaching a VET qualification who has not completed the required training qualification (TAE40110). The training delivered by this teacher will be monitored and student assessments will be co-assessed and co-signed by the supervisor. The supervisor will meet regularly with the teacher and will e-mail a monthly minutes of the meeting (template available on AIET web site). The meeting should include discussion about issues raised; training delivered; assessments undertaken; and other relevant issues.

A trainer can only be supervised for a period of two years; the required qualification must be attained after this period. (Guideline from the NSSC)

The supervisor and trainer understands that they are required to sign off on every unit competency completion sheet for every student in the class, and these must be provided to AIET BEFORE any student qualifications are sent.

We have also provided a certified copy of the supervisor’s TAE qualification.

School Name: 

Teacher name: 

Teacher Signature: 

Teacher e-mail address: 

Supervisor name: 

Supervisor Signature: 

Supervisor e-mail address: 

School Principal Name: 

VET Coordinator Date…………………………………….

Head Office:
517 Victoria Street
Brunswick West 3055
Phone: 9387 2051
FAX: 9387 3470
Web: www.aiet.com.au

Mailing Address:
P.O. Box 171
Brunswick West, 3055
Please complete the following for the teacher being supervised:

Below is the statement from the National Skills Standards Council (NSSC) regarding delivery of VET qualifications by an unqualified trainer:

“Unless you have the TAE40110 Certificate IV in Training and Assessment, it is an ongoing requirement for you to work under the supervision of a person with the TAE40110 Certificate IV in Training and Assessment. People commencing in this role (i.e. working under supervision) must hold the TAE10 within two years of commencement. People already practising in this role must comply with this requirement by 1 July 2013.

AIET will be running subsidised 5 day courses this year for unqualified trainers at an indicative cost of $800 for those with no training qualifications; $300 for those with the BSZ40198; and $150 for those with the TAA. Dates of upcoming courses will be e-mailed to coordinators. Courses will be held at Brunswick West and at regional locations if there is enough interest.

<table>
<thead>
<tr>
<th>Name of teacher being supervised</th>
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<tbody>
<tr>
<td>Length of time delivering VET without the TAE:</td>
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<tr>
<td>Current training qualification held (if any):</td>
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<tr>
<td>i.e. Partial BSZ / Full BSZ / Partial TAA / Full TAA</td>
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<tr>
<td>Professional Development plan to update / complete the TAE40110 Certificate IV in Training and Assessment including anticipated date of commencement and anticipated date of completion</td>
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<tr>
<td>Today’s date</td>
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