



**Pass on your skills  
and knowledge to  
the future generation**  
Become a Trainer  
in your Industry

# Overview

The Gordon Institute of TAFE (The Gordon) has a long standing and proud history as the largest regional TAFE in Victoria. For more than 130 years, The Gordon has supported people in gaining the skills and qualifications needed for employment, delivering a large range of TAFE courses including short courses and nationally accredited training across apprenticeships, traineeships, certificates, diplomas and advanced diplomas.

Training packages are under continuous review to ensure they are Australian Skills Quality Authority (ASQA) compliant and reflect current industry practices.

**13,500+**  
students annually

International  
students from  
**75+**  
countries

**550+**  
staff and one of the largest  
employers in  
the Geelong region

**350+**  
courses, including state  
and nationally accredited  
qualifications

**60%**  
of students reside in  
the wider Geelong  
catchment region

**5**  
campuses throughout  
the cities of Geelong  
and Wyndham





Every year The Gordon trains over 15,000 students and delivers more than 350 nationally accredited courses. The extensive infrastructure and facilities provide a reliable platform and depth of capability to deliver high quality training and skill development solutions to meet the needs of students, business, industry, and economic development. The Gordon delivers to a range of companies, primarily those in the West and South-West of Victoria in industries including building, civil construction, plumbing and electrical.

The Gordon was one of the first in Victoria to deliver training to international students, with the first Japanese students starting in 1920, growing during the 1930s and 1940s to include India and China, then in the 1950s Nauru, and later into Malaysia, Singapore, Hong Kong, the Pacific Nations, the Middle East, Africa and the USA. The Gordon now has agents working in 46 countries.

On an international scale The Gordon is actively expanding its training delivery and has enjoyed a number of partnerships with various TAFEs and Colleges, most recently a number of Chinese collaborations. This includes current discussions with a Chinese Vocational Training Institute in Hangzhou Province to deliver a dynamic one-year engineering program.

The Gordon has two major campuses in Geelong, a port city located on Corio Bay and the Barwon River, in the state of Victoria. Located 75 km south-west of Melbourne, it is the second largest Victorian city, with an estimated urban population of 268,277 (as of June 2018) and is Australia's second fastest growing city. The Gordon has also expanded into the growing Wyndham region (Werribee and Hoppers Crossing campuses), which presents a set of specific needs, including rapid population growth, increasing education attainment, a socially diverse population, and a changing economy and industries.



The Gordon was officially founded in 1887 at our City campus location, operating as a Mechanics Institute and night trades' school as a result of the region's manufacturing growth and need for skills training. It features a unique blend of historic architecture and modern training facilities, conveniently located in Geelong's CBD and opposite Geelong Train Station.



# Career progression

## Lead, train, assess

Industry professionals contemplating a leap forward in their careers should look no further than The Gordon's popular TAE40116 Certificate IV in Training & Assessment (TAE). To become a leader, trainer and assessor in an individual's chosen field can be achieved through the TAE course and its passionate, supportive trainers.

The qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector. Additionally, the qualification (or the skill sets derived from units of competency within it) is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET program.

Comprising 10 units (including 9 core and 1 elective units), the course is delivered part-time with a current commitment of 3.5 hours per week in class and 10 hours study per week outside of class. Delivery times are flexible, within or outside business hours, and take place either entirely online or at The Gordon's Geelong or Werribee campuses.



**Teachers are advocates for students; we care about student learning.”**

Chris Blanch, Trainer

## Possible career outcomes

- Industry trainer and/or assessor
- Vocational Education and Training (VET) trainer and assessor

## TAE40116 Certificate IV in Training & Assessment

- ➔ **The Gordon has actively delivered TAE courses since October 1998**
- ➔ **Over 150 students enrol in the course annually – and we are growing consistently each semester**
- ➔ **The Gordon has a number of intakes per academic year – 6 intakes in 2022**
- ➔ **Approx. 82% completion rate for The Gordon, compared to 51.4% for all other providers.**
- ➔ **Suitable for all ages and backgrounds, with at least 3 years work experience in their chosen field**
- ➔ **Teachers provide students with email and telephone support during business hours and drop-in support sessions**
- ➔ **Evening or day courses**



# Evolving delivery

The Gordon has actively delivered TAE courses for more than 20 years (since October 1998). Currently, the course, repackaged as TAE40116 Certificate IV in Training & Assessment in 2017, continues to be a quality program offered by The Gordon with superior support from teachers to students. In 2015 digital e-learning was introduced to these programs as part of a blended approach to the training delivery. Designing, developing and implementing digital assets has enhanced the flexibility of learning among our students and further enhances the ability to reach students previously not able to attend classes in the Geelong region. Due to COVID-19 however, TAE courses are now capable of being delivered entirely online utilising the institute's digital learning platform, Gordon Online, and live audio-visual delivery methods.

## E-learning

TAE at The Gordon is experiencing a growth in remote delivery, and teachers are passionate about e-learning and its capability to educate and train participants from any location. According to the Federal Government's 10-year Education Strategy, the global online e-learning market is forecast to grow from \$130 billion to more than \$470 billion by 2026. This growth is driven by students around the world seeking lower-cost education, as well as greater flexibility in how and where they learn. Online training combines real-time and self-paced work. Real-time online activities can include videos, webinars, screencasts, electronic presentations, and follow up questions and quizzes. Self-paced online work can include similar activities, but also include learning and assessment tasks such as completing online research, discussion forums, working and/or collaborating on assignments, case studies or other online projects.

## Course delivery options

- On campus – face-to-face at Geelong or Werribee
- Remote online learning

Both modes of delivery include regular 'drop in' support sessions for students.



**Many graduates have become trainers at The Gordon.”**

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## Industry professionals love the experience

“

**The TAE trainers go above and beyond for their students.”**

Michelle Fleming, Secondary Lead Teacher and STEM coordinator (2020)

**This was a great course! I felt engaged and supported in every way. I was able to easily manage my tasks and finish the course in time because of quality instruction and resources. Best of all, I gained practical experiences that helped me apply concepts in my work.”**

Maria Theresa Kelly, Communications Designer (2021)

**The support from the teachers made me the trainer I am today. Tears, laughter & encouragement was in a day's work for them.”**

Margaret Anderson, First Aid & Mental Health First Aid Trainer - Australian Red Cross (2019)

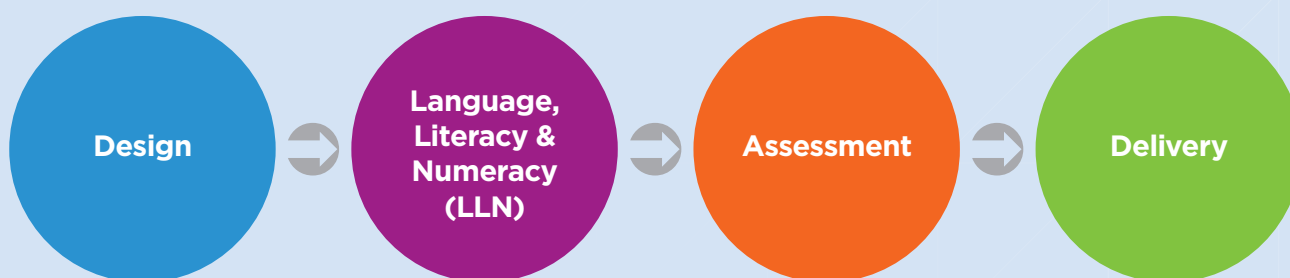
**This course led me to my career as a trainer after all the work and support from The Gordon TAE team.”**

Bo Zhang, Trainer and Assessor (2021)

**A great experience gaining knowledge that can be applied in any job role.”**

Martin Krygsman, Systems Engineer - Defence (2021)

## Clusters of study



**Clusters:** 10 units (including one elective unit)

### ● **Design:**

1. TAEDES401 Design and develop learning programs
2. TAEDES402 Use training packages and accredited courses to meet client needs

### ● **Language, Literacy and Numeracy:**

3. TAE LLN411 Address adult language, literacy and numeracy skills

### ● **Assessment:**

4. TAEASS401 Plan assessment activities and processes
5. TAEASS402 Assess competence
6. TAEASS403 Participate in assessment validation
7. TAEASS502 Design and develop assessment tools

### ● **Delivery:**

8. BSBCMM401 Make a presentation (elective)
9. TAEDEL401 Plan, organise and deliver group-based learning
10. TAEDEL402 Plan, organise and facilitate learning in the workplace



**For students it is an opportunity to give back skills and knowledge; effectively improving the industry from the inside as a gatekeeper to their industry.”**

# Benefits for employers

Employers interested in giving their staff the opportunity to further their personal development through quality training will find the TAE40116 Certificate IV in TAE the ideal program for career growth. With superior support from The Gordon teachers, TAE is a leading vocational qualification in Australia which provides students with the qualifications to become a trainer and assessor in the industry of their choice. The course is also highly regarded for people holding training roles within organisations and is a great addition to a manager or other professional's skill set. Employers will have access to increased skills and experience within their staff.

Since 2016, employees from major organisations have completed TAE courses with The Gordon:



**Relationships are a key part of our TAE.”**

Rachel Jones, Trainer



# Incentive opportunities • scholarships

## Thought about becoming a TAFE teacher?

The Gordon was one of the first TAFE's to be involved with the Victorian Government's TAFE Teaching Incentive Program which commenced in September 2021. The program aims to attract and support people with relevant industry experience to reskill as teachers in areas of teacher shortage at Victorian TAFE's. As part of this initiative, industry professionals will be supported to undertake the Certificate IV in Training and Assessment and be employed as teachers. The Gordon is already delivering the first program to 13 recipients. The \$10,000 TAFE teacher incentive payment helps individual's transition into a flexible and rewarding career educating the next generation, while staying connected to industry.

For further details visit [vic.gov.au/tafeteacher](http://vic.gov.au/tafeteacher) or contact The Gordon.

## Spotlight on Emma Aston

TAE student scholarship recipient becomes a teacher at The Gordon.

Emma Aston is an Early Years Education and Care Scholarship recipient who is now a proud Early Childhood Education and Care (ECEC) teacher at The Gordon. At the age of 50, Emma was excited about taking on a new role in the industry she has long had a passion for. With more than 30 years of experience under her belt, including owning and operating an award-winning family day care business in Geelong, becoming a teacher was not a career path she had planned.

"Having my own business had many challenges but those were far outweighed by the absolute privileges of being named Regional Winner for Geelong and the Great Ocean Road at the 2016 Excellence in Family Day Care Educator of the Year Awards," said Emma, who has held many positions including Childcare Centre Director, Preschool Development Officer, Family Day Care Field Consultant, Family Day Care Educator, and Additional Needs Support Officer and Educational Leader.

"But as my own children became independent, I looked for more professional challenges. My husband invited me to an information session about becoming a Plumbing Teacher. He asked me to go along as moral support. To my excitement ECEC was also featured at the session and I remember thinking "they are pitching this at me!"

It was a done deal for Emma who has not looked back since attending the information session. After applying and successfully becoming a recipient of the TAE scholarship, she was excited about the next step in her career.

"The Gordon was fabulously supportive and gave me so much reassurance," said Emma. "I successfully passed the Certificate IV in Training and Assessment and now work in an amazing team."

Emma loves sharing her passion for ECEC with her students on a daily basis. They appreciate her industry knowledge and experience which helps to "lift the learning off the page".

"We journey together into our Early Years world where we sing songs, plan play experiences, explore child development, dive into the regulations and approved learning frameworks and help students make the most of their hands-on experience in some of the region's best ECEC settings," she said.

"I would encourage anyone to apply for TAE and reassure them that they are in good hands. For prospective employers they are investing in an asset as The Gordon has high standards which is reflected in their teachers."



## Our trainers

The Gordon's high calibre of trainers will support industry professionals through their learning journey.



**Cindy Hannam**

Starting in the corporate world and now teaching the TAE for the past 10 years, Cindy is driven by the achievements of her students. She believes that adult learners can achieve greatness with a supportive team environment, a teacher there for you throughout the journey and a bit of fun thrown in. Cindy aims to model best practice teaching, and help you develop your own, very effective, teaching style.



**Eileen Chang**

Eileen has been involved in vocational and workplace training since 2004, from cabin crew training to bakery, business and training & assessment. Like her colleagues, Eileen has a passion for adult education and believes vocational training equips people with practical work skills to deliver positive career outcomes.



**Matt Henry**

Matt was educated in Geelong and has 25 years' experience in the education and training sector. He has also worked in a variety of trade based roles including rural fencing construction and irrigation installation. Matt shares a passion for vocational education and training and regards the group learning component of the TAE course as a vital learning experience for all students.



**Chris Blanch**

Chris has more than 20 years' experience training and assessing in VET, and over 7 years' experience facilitating in Virtual classrooms. She has designed, developed and delivered TAE courses and other accredited and non-accredited training programs. Chris has extensive experience teaching diverse audiences including corporate and industrial clients, TAFE teachers, trainers and volunteer groups, indigenous groups and youth facing barriers.



### **Amy Thompson**

Amy brings eleven years of experience to the TAE team. Amy is experienced in executive roles across private training organisations and brings a wealth of experience to The Gordon in addition to her Associate Degree in Leadership. Amy consistently receives glowing feedback from her students and whenever a student has a “light bulb moment” that makes her day!



### **Rachel Jones**

Rachel is an experienced teacher with over 18 years of facilitation of various education roles. With experience in school-based and adult educational environments, Rachel is passionate about all forms of education and believes that we never stop learning. By undertaking this course, Rachel feels you have a unique opportunity to contribute to the future of your industry by learning to facilitate quality training and assessment.



### **Sue Smith**

Sue has extensive experience in clinical nursing and has worked in clinical education and training for over 20 years. She believes that enabling adult learners to identify their learning needs and style has a positive impact on their achievements. As a teacher of adults she is passionate about empowering adults to achieve their goals in training and education.



The Gordon is registered as a Registered Training Organisation on the [training.vic.gov.au](https://www.training.vic.gov.au) website and are registered to deliver TAE40116 Certificate IV in Training and Assessment (TAE).

**Contact Us:**

**Katrina Hassett**

Manager, Commercial Operations and international  
E [commercial@gordontafe.edu.au](mailto:commercial@gordontafe.edu.au)

Gordon Institute of TAFE (The Gordon)  
2 Fenwick Street, Geelong, Victoria, Australia 3220