

HR2: Skilled Trainers and Assessors Policy & Procedures

Contents

Purpose.....	1
Definitions.....	1
Policy.....	2
1. Qualifications and experience of trainers and assessors	2
2. Professional development.....	3
3. Industry experts involved in assessment.....	3
4. Supervision of individuals involved in delivering training	3

Purpose

This policy and procedure ensures that Australian Employment & Training Services meets the requirements of the Standards by:

- Employing only skilled trainers and assessors.
- Providing supervision of trainers where needed.
- Employing experts to teach trainers and assessors.
- Employing a sufficient number of trainers and assessors for the qualifications and courses on its scope of registration.

This policy and procedure compliance with Clauses 1.13 – 1.24 of the Standards.

Note: clause 1.21 is no longer applicable

Definitions

Skill set means 'a single unit of competency or a combination of units of competency from a Training Package which link to a licensing or regulatory requirement, or a defined industry need.'¹

SRTOs means the Standards for RTOs 2015 – refer definition of 'Standards'

Standards means the Standards for Registered Training Organisations (RTOs) 2015 of the VET Quality Framework which can be accessed from www.asqa.gov.au

'**Vocational competencies** are defined as broad industry knowledge and experience, usually combined with a relevant industry qualification. A person who has vocational competency will be familiar with the content of the vocation and will have relevant current experience in the industry. Vocational competencies must be

¹ Definition quoted from Australian Skills Quality Authority. *User's Guide to the Standards for RTOs 2015*. Accessed on December 8, 2014, from http://www.asqa.gov.au/verve/resources/Users_Guide_to_the_Standards_for_Registered_Training_Organisations_RTOs_2015.pdf

HR2: Skilled Trainers and Assessors Policy & Procedures

considered on an industry-by-industry basis and with reference to any guidance provided in the relevant Training Package² or Accredited Course.³

Policy

1. Qualifications and experience of trainers and assessors

- Australian Employment & Training Services employs skilled trainers and assessors. This means trainers and assessors have:
 - Vocational competencies at least to the level being delivered and assessed.
 - Current industry skills directly relevant to the courses they deliver.
 - Current knowledge and skills in vocational training and learning that informs their training and assessment.
- In accordance with Standards 1.14 & 1.15, all trainers/assessors delivering on or prior to 1 July 2019 hold either:
 - The TAE40110 Certificate IV in Training and Assessment, or
 - The TAE40116 Certificate IV in Training and Assessment, or
 - A diploma or higher-level qualification in adult education
- All trainer/assessors delivering on or after 1 July 2019, hold either TAE40110 Certificate IV in Training and Assessment and:
 - one of the following:
 - TAE LLN411 Address adult language, literacy and numeracy skills or its successor or
 - TAE LLN401A Address adult language, literacy and numeracy skills
 - and one of the following:
 - TAE ASS502 Design and develop assessment tools or its successor or
 - TAE ASS502A Design and develop assessment tools or
 - TAE ASS502B Design and develop assessment tools.
 - o or the TAE40116 Certificate IV in Training and Assessment,
 - o or a diploma or higher-level qualification in adult education
- All trainers/assessors are required to demonstrate their vocational competency and current industry skills through their CV, qualifications and skills mapping.

³ Definition quoted from National Centre for Vocational Education Research (NCVER), *Glossary of VET*, 2013, Compiled by Radhika Naidu, Editors John Stanwick and Kelly Frazer

HR2: Skilled Trainers and Assessors Policy & Procedures

2. Professional development

- All trainers/assessors participate in regular professional development in the areas of:
 - The field of their delivery
 - Vocational Education and Training knowledge
 - Competency based training and assessment
- Professional development may include attendance at conferences, training sessions, networking meetings, participating in nationally recognized training, reading articles and discussion papers, subscription to e-newsletters and magazines.
- Trainers/assessors must ensure they complete at least two professional development activities in each of the above categories per year.
- Professional development plans and records of professional development undertaken by each trainer/assessor are kept on record and reviewed annually.
- Australian Employment & Training Services monitors professional development completed by its trainers/assessors to ensure the above requirements are met.

3. Industry experts involved in assessment

- Industry experts in specialist areas may be involved in an assessment process, working alongside the assessor to conduct the assessment.

4. Supervision of individuals involved in delivering training

- Where an individual is involved in delivering training but is not a qualified trainer in line with Clauses 1.14 and 1.15 of the Standards, this individual will be supervised by a qualified trainer/assessor. This individual will be required to hold one of the following skill sets identified at Item 4 of Schedule 1 of the Standards:
 - TAESS00007 Enterprise Trainer – Presenting Skill Set or
 - TAESS00014 Enterprise Trainer – Presenting Skill Set or its successor, or
 - TAESS00008 Enterprise Trainer – Mentoring Skill Set, or
 - TAESS00013 – Enterprise Trainer – Mentoring Skill Set or its successor, or
 - TAESS00003 Enterprise Trainer and Assessor Skill Set, or
 - TAESS00015 – Enterprise Trainer and Assessor Skill Set or its successor
- Trainer/assessors that provide supervision will monitor the training provided and are accountable for the actions of the supervised individual.
- The individual may assist in the assessment process by collecting relevant evidence however the assessment decision will be made by a qualified trainer/assessor.