

1. POLICY AND PROCEDURE DETAILS

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| Document Reviewer | Executive General Manager, Policy and Programs |
| Date Initiated | 31 March 2018 |
| Date Reviewed | May 2019 |
| Next Review Date | May 2022 |
| Associated Forms | Vocational Competency Equivalence Template |
| Relevant Policies and Procedures | N/A |
| Relevant Legislation (RTO Standards) | 1.1, 1.2, 1.7 |

2. AIM

The Institute is committed to ensuring that the people we use to undertake training and assessment are competent in doing their work. All of our trainers and assessors must possess formal qualifications, and current, directly relevant industry skills and knowledge in vocational training and learning in accordance with the requirements of the RTO Standards 2015 (in particular, clauses 1.13 - 1.16, 1.18 and 1.21 - 1.25). They will also maintain the currency of their skills and knowledge in their industry area and in vocational education and training. This will support our aim to consistently provide quality training that reflects current industry practice and valid assessment.

3. TRAINER AND ASSESSOR CREDENTIALS

ALL persons who undertake both training AND assessment at the Institute must hold ALL of the following:

- vocational competencies at least to the level being delivered and assessed;
- current industry skills directly relevant to the training and assessment being provided; and
- current knowledge and skills in vocational training and learning that informs their training and assessment;
- ongoing professional development in VET in the fields of the knowledge and practice of vocational training, learning and assessment including competency based training and assessment;
- TAE40110 Certificate IV in Training and Assessment

OR

TAE40116 Certificate IV in Training and Assessment (or its successor)

OR

TAE40110 Certificate IV in Training and Assessment, AND one of the following:

TAELLN411 Address adult language, literacy and numeracy skills (or its successor)

OR

TAELLN401A Address adult language, literacy and numeracy skills

AND one of the following:

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- TAEASS502 Design and develop assessment tools (or its successor) OR
- TAEASS502A Design and develop assessment tools OR
- TAEASS502B Design and develop assessment tools

OR

A diploma or higher level qualification in adult education.

Anyone who provides assessment only (i.e. does not deliver training) must hold ALL of the following:

- vocational competencies at least to the level being delivered and assessed;
- current industry skills directly relevant to the training and assessment being provided; and
- current knowledge and skills in vocational training and learning that informs their training and assessment;
- ongoing professional development in VET in the fields of the knowledge and practice of vocational training, learning and assessment including competency based training and assessment.

Additionally, they must hold one of the following:

- TAE40110 Certificate IV in Training and Assessment

OR

- TAE40116 Certificate IV in Training and Assessment (or its successor)

OR

- TAE40110 Certificate IV in Training and Assessment, AND one of the following:
- TAELLN411 Address adult language, literacy and numeracy skills (or its successor)

OR

- TAELLN401A Address adult language, literacy and numeracy skills

AND one of the following:

- TAEASS502 Design and develop assessment tools (or its successor) OR
- TAEASS502A Design and develop assessment tools OR
- TAEASS502B Design and develop assessment tools

OR

- TAESS00001 Assessor Skill Set

OR

- A diploma or higher level qualification in adult education

OR

Trainers and Assessors

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- TAESS00011 Assessor Skill Set (or its successor)

OR

- TAESS00001 Assessor Skill Set

AND one of the following:

- TAEASS502 Design and develop assessment tools (or its successor)

OR

- TAEASS502A Design and develop assessment tools

OR

- TAEASS502B Design and develop assessment tools

Industry experts may also be involved in the assessment judgment, working alongside the trainer and/or assessor to conduct the assessment.

If at any point we engage an individual who is not a trainer or assessor to be involved in the delivering of training and assessment at the institute, any such individual will work under the supervision of a trainer, and will not determine assessment outcomes.

4. SPECIAL ADDITIONAL REQUIREMENTS FOR TRAINING AND EDUCATION (TAE) TRAINING PACKAGE QUALIFICATIONS

To deliver any AQF qualification or skill set from the TAE Training Package qualification (or its successor), the Institute will ensure all trainers and assessors delivering the training and assessment hold the training and assessment qualification at least to the level being delivered.

However in relation to *TAE40110 Certificate IV in Training and Assessment*, or *TAE 40116 Certificate IV in Training and Assessment* or its successor, more stringent prerequisites apply. These more stringent prerequisites also apply to any assessor skill set from the Training and Education Training Package (or its successor).

To deliver the training and assessment qualification *TAE40110 Certificate IV in Training and Assessment* or *TAE 40116 Certificate IV in Training and Assessment* or its successor, or any assessor skill set from the Training and Education Training Package (or its successor), the Institute will ensure all trainers and assessors delivering the training and assessment hold one of the following:

- TAE50111 Diploma of Vocational Education and Training

OR

- TAE50116 Diploma of Vocational Education and Training (or its successor)

OR

- TAE50211 Diploma of Training Design and Development

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OR

- TAE50216 Diploma of Training Design and Development (or its successor)

OR

- A higher level qualification in adult education

OR

- work under the supervision of a trainer that holds at least one of the qualifications set out in the dot points immediately above

Any person who works under supervision in these circumstances must not determine assessment outcomes, and must hold at least one of the following:

- TAE40110 Certificate IV in Training and Assessment

OR

- TAE40116 Certificate IV in Training and Assessment (or its successor)

OR

- TAE40110 Certificate IV in Training and Assessment, AND one of the following:
- TAELLN411 Address adult language, literacy and numeracy skills (or its successor)

OR

- TAELLN401A Address adult language, literacy and numeracy skills

AND one of the following:

- TAEASS502 Design and develop assessment tools (or its successor) OR
- TAEASS502A Design and develop assessment tools OR
- TAEASS502B Design and develop assessment tools.

5. VERIFYING THE QUALIFICATIONS OF EMPLOYEES AND CONTRACTORS WHO PROVIDE TRAINING AND/OR ASSESSMENT

The Institute will retain evidence of the qualifications of all trainers and assessors.

As part of the employment induction process, the Institute will undertake checks to ensure that all qualifications are verified with the issuing RTO where possible, and that comprehensive referee checks are carried out to confirm relevant industry experience.

We will retain evidence of the following in the employee's HR file and the Institute's electronic Student Management System:

- how we have appropriately verified this information, and
- the results of referee checks to confirm that the person has the required skills and knowledge.

6. VOCATIONAL COMPETENCIES

Trainers and assessors can demonstrate they have vocational competencies at least to the level being delivered and assessed either by:

- holding the competency they are delivering, or
- demonstrating equivalence of competency.

The Institute will provide evidence showing how it determined its trainer and assessors' vocational skills and knowledge are equivalent to the requirements of the training product being delivered. In instances where equivalence of competency needs to be demonstrated, the Institute will collect evidence of a trainer and assessor's vocational competencies, verify the evidence provided, and record a documented analysis between the evidence and the competency requirements. This information will be recorded on the Institute's electronic Student Management System.

7. INDUSTRY SKILLS

The Institute will retain evidence that demonstrates:

- current industry skills and knowledge of all of our trainers and assessors; and
- that trainer and assessor knowledge directly relates to the training and/or assessment they are providing.

This evidence will be recorded in our professional developments records, and the Student Management System.

The industry skills and knowledge held by our trainers and assessors will be consistent with both the information we gather through our industry engagement activities, and any specific requirements expressed in relevant training packages and accredited courses.

We will ensure that relevant industry representatives have input into the current skills and that we require of our trainers and assessors and these consultations are recorded and retained.

8. PROFESSIONAL DEVELOPMENT FOR TRAINERS AND ASSESSORS

The Institute will ensure that each calendar year, all trainers and assessors undertake a minimum of 20 hours of professional development in the fields of the knowledge and practice of vocational training, learning and assessment (including competency based training and assessment). This is to ensure that all trainers and assessors maintain current knowledge and skills in vocational training, learning and assessment.

The Institute will retain evidence of this professional development in the form of a register of development activities within the Institute's electronic Student Management System.

TRAINER AND ASSESSOR REQUIREMENTS - ALL TRAINING PRODUCTS (CLAUSES 1.13 – 1.16)

All of:

- Vocational competencies at least to the level being delivered
- Current relevant industry skills
- Current knowledge and skills in VET
- Ongoing professional development in VET

PROVIDING BOTH TRAINING AND ASSESSMENT

One or more of:

- Certificate IV in Training and Assessment
- Diploma or higher qualification in adult education

PROVIDING ASSESSMENT ONLY

One or more of:

- Assessor Skill Set
- Certificate IV in Training and Assessment
- Diploma or higher qualification in adult education

TRAINER AND ASSESSOR REQUIREMENTS - TAE TRAINING PRODUCTS (CLAUSES 1.21 – 1.25)

All of:

- relevant requirements of clauses 1.13 – 1.20
- vocational competencies at least to the level being delivered
- current relevant industry skills
- current knowledge and skills in VET
- ongoing professional development in VET.

PROVIDING TRAINING AND/OR ASSESSMENT - CERTIFICATE IV IN TRAINING AND ASSESSMENT OR ANY ASSESSOR SKILL SET

One or more of:

- Diploma of Vocational Education and Training
- Diploma of Training Design and Development
- Adult education qualification higher than diploma

or

- *Certificate IV in Training and Assessment* and be working under supervision of a person that holds one of the qualifications listed directly above (person cannot determine assessment outcomes in this case).

PROVIDING TRAINING AND/OR ASSESSMENT - ANY OTHER TAE PRODUCT

- Any TAE qualification at least to the level being delivered.