

1. POLICY AND PROCEDURE DETAILS

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| Document Reviewer | Executive General Manager, Policy and Programs |
| Date Initiated | 31/03/2018 |
| Date Reviewed | 31/03/2021 |
| Next Review Date | May 2022 |
| Associated Forms | Trainer Professional Development Register |
| Relevant Policies and Procedures | N/A |
| Relevant Legislation (RTO Standards) | 1.17 - 1.20, 1.23, 1.24 |

2. AIM

The Institute will ensure that the provisions of the Standards for Registered Training Organisations (RTOs) 2015 regarding the requisite qualification levels of trainers and assessors are met at all times. The relevant provisions are outlined in this policy.

The general principle contained in the Standards is that when an RTO uses a person who does not hold the required competencies as a trainer and assessor, that person needs to be supervised by a qualified trainer to maintain the quality of training and assessment.

3. THE ROLE OF TRAINERS WHO PROVIDE SUPERVISION

Any trainer who provides supervision must both monitor and be accountable for all training provision and the collection of assessment evidence by the individual under their supervision.

4. USING PERSONS AS A TRAINER/ASSESSOR WHO DO NOT HOLD THE REQUISITE COMPETENCIES

In each and every case where the Institute decides to engage a person who does not hold the required competencies as a trainer and assessor to be involved in the delivery of training and/or assessment, the Institute manager will analyse the level of training and assessment skills and knowledge that this person possesses. The Institute manager will then make a decision as to arrangements for an appropriate level of supervision and guidance for this person, including any conditions or restrictions that may be considered necessary.

Both the rationale for this decision, and the nature of supervision and guidance to be implemented, will be recorded electronically in the Institute's Student Management System.

The Institute will ensure that any individual who does not hold the required competencies as a trainer or assessor but is involved in the delivery of training and assessment working under the supervision of a trainer holds **at least one** of the following skill sets:

- TAESS0007 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)

Such individuals must also:

- have vocational competencies at least to the level being delivered and assessed; and
- have current industry skills directly relevant to the training and assessment being provided.

5. THE INVOLVEMENT OF NON-TRAINER/ASSESSORS IN ASSESSMENT

Such persons must not under any circumstances (and irrespective of their skills and knowledge) determine assessment outcomes.

A non-trainer/assessor can however be involved in the collection of assessment evidence, provided that the trainer providing supervision monitors and is accountable for all training provision and collection of assessment evidence by the individual under their supervision.

The Institute will ensure that trainers providing supervision monitor and are accountable for all training provision and collection of assessment evidence by the individual under their supervision.

6. SPECIAL REQUIREMENTS FOR TAE TRAINING PACKAGE QUALIFICATIONS

To deliver *TAE40110 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 that all trainers and assessors delivering the training and assessment hold at least one of the following the qualifications:

- TAE50111 Diploma of Vocational Education and Training (or its successor); or
- TAED50211 Diploma of Training Design and Development (or its successor); or
- A higher than diploma level qualification in adult education.

OR

- Work under the supervision of a trainer who holds one of the three above mentioned qualifications. Any individual who is working under supervision must hold the *TAE40110 Certificate IV in Training and Assessment* (or its successor), and must not determine assessment outcomes.

The Institute will maintain documentary evidence of the existence of supervision arrangements as follows:

- completed assessment materials will demonstrate that the supervising trainer and assessor has made final assessment decisions; and
- during the course of the supervision arrangement, the supervisor and supervisee will meet at regular intervals (depending on the length of the arrangement) and document the contents of their meetings.