

RTO 1.07 Trainer Supervision

1. Policy Purpose

The purpose of this policy is to 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 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.

2. Policy Statement

The Australian Institute of Social Relations 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.

3. Scope

This policy applies to all trainers/assessors who provide supervision to a non-trainer/assessor when involved in the delivery of training and/or assessment.

4. Definitions

- 4.1 **AQF** - the Australian Qualifications Framework.
- 4.2 **ASQA** - Australian Skills Quality Authority, the national VET regulator for RTOs.
- 4.3 **RTO** - Registered Training Organisation.
- 4.4 **Services** - training, assessment, related educational and support services and/or any activities related to the marketing or recruitment of prospective students.
- 4.5 **The Standards** – Standards for Registered Training Organisations 2015.
- 4.6 **The Institute** – Relationships Australia South Australia Limited trading as The Australian Institute of Social Relations.
- 4.7 **Third-Party** – Businesses delivering training and or assessment services under a formal third-party agreement with The Institute
- 4.8 **VET** - Vocational Education and Training
- 4.9 **MET** – Manager, Education and Training
- 4.10 **TAE** – Training and Education

5. Procedures

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

- 5.1.1. From time to time the Institute may decide to engage a person to deliver training and assessment who does not hold the required TAE competencies.
- 5.1.2. The MET is responsible for analysing the level of training and assessment skills and knowledge that this person possesses and deciding their suitability to deliver the selected training.
- 5.1.3. The MET will make arrangements for an appropriate level of supervision and guidance for this person, including any conditions or restrictions that may be considered necessary.
- 5.1.4. Both the rationale for this decision, and the nature of supervision and guidance to be implemented, will be recorded in the Institute's electronic records system.
- 5.1.5. 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:
 - 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)

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.

5.2 THE INVOLVEMENT OF NON-TRAINER/ASSESSORS IN ASSESSMENT

- 5.2.1. Such persons must not under any circumstances (and irrespective of their skills and knowledge) determine assessment outcomes.
- 5.2.2. 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.

- 5.2.3. 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.

5.3 SPECIAL REQUIREMENTS FOR TAE TRAINING PACKAGE QUALIFICATIONS

- 5.3.1. 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
- TAEDES50211 Diploma of Training Design and Development (or it 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.

6. Roles and Responsibilities

- 6.1. Any trainer who provides supervision is responsible to both monitor and be accountable for all training provision and the collection of assessment evidence by the individual under their supervision.
- 6.2. The Manager, Education and Training is responsible for:
- 6.2.1. analysing the level of training and assessment skills and knowledge that the non-trainer/assessor when involved in the delivery of training and/or assessment possesses.
 - 6.2.2. making 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.
 - 6.2.3. recording both the rationale for this decision, and the nature of supervision and guidance to be implemented, electronically in the Institute's records system.
 - 6.2.4. ensuring 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 the required skill sets as per the Standards for Registered Training Organisations (RTOs) 2015.
 - 6.2.5. ensuring that such persons will not under any circumstances (and irrespective of their skills and knowledge) determine assessment outcomes.
 - 6.2.6. maintaining documented evidence of supervision arrangements, including:
 - completed assessment materials demonstrating the supervising trainer and assessor has made final assessment decisions; and
 - regular supervisor and supervisee planning/review meetings.