
Skilled Trainers and Assessors Policy & Procedures

Purpose

This policy and procedure ensure that ICM 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 comply 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Note: clause 1.21 is no longer applicable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.

SRTOs means the Standards for RTOs 2015 – refer definition of ‘Standards’

Standards mean 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 considered on an industry-by-industry basis and with reference to any guidance provided in the relevant Training Package’ or Accredited Course.’

Policy

1. Qualifications and experience of trainers and assessors

- ICM 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.
- All trainer/assessors delivering on or after 1 April 2019, hold either TAE40110 Certificate IV in Training and Assessment and:
 - one of the following:
 - TAE40111 Address adult language, literacy, and numeracy skills or its successor or
 - TAE40112 Address adult language, literacy, and numeracy skills
 - and one of the following:
 - TAE502 Design and develop assessment tools or its successor or
 - TAE502A Design and develop assessment tools or
 - TAE502B Design and develop assessment tools.
 - or the TAE40116 Certificate IV in Training and Assessment,
 - or a diploma or higher level qualification in adult education
- All individuals involved in delivering training will be suitably qualified as a trainer as per the Standards and therefore supervision is not required.
- All trainers/assessors are required to demonstrate their vocational competency and current industry skills through their CV, qualifications, and skills mapping.

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, and 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.
- ICM monitors professional development completed by its trainers/assessors to ensure the above requirements are met.

3. Industry experts involved in the assessment

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

Procedures

1. Qualifications of trainers/assessors

Procedure	Responsibility
<p>A. Vocational competency and industry currency</p> <ul style="list-style-type: none"> Vocational competency and industry currency of trainers and assessors should be demonstrated through a combination of: <ul style="list-style-type: none"> Copies of qualifications A completed <i>Trainer/Assessor Skills Matrix</i> CV In the skills matrix, the trainer/assessor must discuss their recent relevant experience in relation to each unit they are delivering. They should refer to the contents of each unit and ensure they discuss their working experience as relevant to the unit to demonstrate they are suitable for delivery. The skills matrix should be reviewed by the CEO to ensure its suitability. The trainer/assessor may be asked to provide additional information where it is not suitable. CVs should be checked to ensure the suitability of experience and confirm vocational competency and industry currency. 	Trainer/assessor
<p>B. Copies of qualifications</p> <ul style="list-style-type: none"> Collect copies of qualifications and statements of attainment from the trainer/assessor, relevant to the area they are delivering. They are to be certified as a true copy. Qualifications held by the trainer/assessor will be verified by contacting the issuing RTO to confirm the details. Record the details of the verification on the copied document. Ensure the trainer/assessor holds Certificate IV in Training and Assessment or other acceptable qualification as required by 1.14 and 1.15 and Schedule 1 of the Standards. Ensure the trainer/assessor holds suitable industry-relevant qualifications at least to the level being delivered. It is preferred that the trainer/assessor holds the qualification they are delivering however this may not be required where the skills matrix is extensive and demonstrates equivalence. Store all records in the staff file. 	Trainer/assessor/Administration team

2. Professional development

Procedure	Responsibility
<p>A. Professional development plan</p> <ul style="list-style-type: none"> All trainers/assessors are to develop a <i>Professional Development Plan</i> at the start of each year. It should include a plan for professional development in relation to: <ul style="list-style-type: none"> Their industry area Vocational Education and Training (VET) sector knowledge Competency-based training and assessment This should be kept in the staff file. Plans should be monitored to ensure staff is continually attending professional development throughout the year. 	Trainers/ assessors
<p>B. Professional development logs</p> <ul style="list-style-type: none"> All trainers/assessors are required to keep records of the Professional Development they attend throughout the year by recording it on their Professional Development Log and attaching copies of certificates (where relevant). The trainer/assessor is required to ensure they are developing in all three areas as outlined above. This will be monitored for each trainer by the office. Logs and records are to be provided to the CEO each 6-month period. 	Trainers/assessors & CEO