

# VET Trainer and Assessor Recruitment and Professional Development Procedure

## Section 1 - Background and Purpose

(1) To ensure all training and assessment is delivered by staff/contractors who meet the competency requirements determined by the National Quality Council or its successors.

## Section 2 - Scope

(2) Applies to all staff or contractors delivering training and assessment in VET programs and authorising the issue of Nationally Recognised VET AQF awards.

## Section 3 - Policy Statement

(3) Refer to the [VET Course Policy](#).

## Section 4 - Procedures

### Required Competencies

(4) Training and assessment is delivered by trainers and assessors who have , in addition to the requirements specified in Clauses 1.14 and 1.15 of the Standards for RTOs 2015:

- a. vocational competencies at least to the level being delivered and assessed;
- b. current industry skills directly relevant to the training and assessment being provided; and
- c. current knowledge and skills in vocational training and learning that informs their training and assessment.

### Management of Training and Assessment

(5) The Program Senior Educator will ensure that trainers and assessors have the required competencies or that arrangements are in place for a person who does not have the trainer competencies to be directly supervised by a person who does have them. Direct supervision is achieved when the supervised person has regular guidance, support and direction from the designated supervisor who is responsible for monitoring the training and accountable for the training delivery. (It is not necessary for the supervising person to be present during all training delivery).

(6) The Program Senior Educator will ensure that in the case of a person who does not have the assessor competencies, one person with the assessment competencies and one or more persons who have the relevant vocational competencies at least to the level being assessed may work together to conduct the assessment.

## **Recruitment**

(7) Position descriptions and employment agreements/contracts specify and require trainers and assessors to hold the required competencies or, in the case of training and assessment competencies, a commitment to gain them within 12 months.

## **Induction**

(8) An induction kit compiled by the office of the RTO Chief Executive Officer in consultation with course Senior Educators is given to newly appointed trainers/assessors.

(9) The induction kit contains information on VET including:

- a. compliance with AQTF Standards and Conditions of Registration
- b. gaining and maintaining vocational and trainer/assessor competencies
- c. relevant Training Packages
- d. web link to relevant policies and procedures.

(10) The Senior Educator for each course meets with new trainers and assessors in that course to discuss the information and invite any questions.

## **Maintaining Competence**

(11) The RTO Workforce Development Plan outlines strategies for trainers and assessors to gain and maintain their VET knowledge and skills and their vocational currency.

(12) Professional development activities are monitored and recorded in the relevant staff file and reported in the annual audit.

## **Responsibility**

(13) Managers are responsible for ensuring that trainers and assessors under their authority gain and maintain their vocational and trainer/assessor competencies.

# **Section 5 - Definitions**

(14) Nil.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	22nd November 2016
<b>Review Date</b>	1st April 2017
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	20th November 2016
<b>Expiry Date</b>	Not Applicable
<b>Responsible Manager - Policy</b>	Rachel Cumberland Director, Student Administration
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