Policy Name:	Trainer and Assessor Standards
Policy No.	TA2.0
Issued:	20 March 2023
Reviewed:	

Purpose

This policy aims to ensure that HITsa employs qualified and suitable trainers with current skills to deliver and assess courses within its RTO scope.

Policy

In order to deliver quality training and assessment, HITsa at all times will ensure that training and assessment is delivered only by suitable trainers that hold:

1. Certificate IV in Training and Assessment (or equivalent),
2. Vocational competencies at least to the level being delivered and assessed,
3. Current knowledge and skills in vocational training and learning that informs their training and assessment, and
4. Current industry skills directly relevant to the training and assessment being provided

The policy prescribes how HITsa's will meet the expectations of RTO Standards. It also provides prospective and current trainers and assessors with an understanding of their obligations as a condition of their employment with HITsa.

Areas Affected

HITsa trainers and assessors (on staff and third party), recruiters

Responsibility

The responsibility of ensuring compliance with HITsa Standards sits with the Executive Officer. The administration of this policy's procedures is delegated to the Systems and Process Manager.

Relevant Standards

This policy adheres to Clause 1.13 to 1.16 within the *Standards for Registered Training Organisations (RTOs) 2015* version 2.2.

General

In order to implement the above mentioned Policy Statement, HITsa will implement the following -

1. Meeting Trainer and Assessor Requirements

Training and assessment delivery will only be delivered by trainers / assessors that hold any <u>one</u> of the following qualifications:

- A TAE40116 Certificate IV in Training and Assessment or its successor,

<div align="center">or</div>

- A TAE40110 Certificate IV in Training and Assessment **plus** the following units:
    - TAELLN411 (or its successor) **or** TAELLN401A, **and**
    - TAEASS02 (or its successor) **or** TAEASSS502A **or** TAEASS502B
- A diploma or higher-level qualification in adult education, examples include:
    - CASR Part 61 Flight or Simulator Instructor
    - Army Recruit Instructor
    - Graduate Diploma in Adult and Vocational Education and Training
    - Graduate Diploma of Adult Language, Literacy and Numeracy
    - Master of Education or Doctoral degree with an adult education focus

All job descriptions and recruitment information will include details of the mandatory qualifications.

An offer of employment is subject to candidates providing evidence of their qualification. Once received, HITsa will verify the authenticity of evidence supplied.

- If the training was undertaken after 2015, the USI registry can be used to verify training, or
- the provider named on the person's evidence will be contacted to confirm that the document is genuine

Evidence of trainer and assessor qualifications and verification of this will be retained on the trainer's payroll file.

2. Meeting Vocational Competency Requirements

Training and assessment will only be delivered by trainers / assesssors who hold vocational competencies at least to the level being delivered and assessed. This can be achieved by meeting <u>one</u> the following requirements:

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

To determine the vocational competencies required of a trainer, a matrix for each training product on scope will be maintained. This matrix will map all units of competency to be delivered against the industry vocational skills and knowledge that trainers can possess as an acceptable equivalent if they do not possess the qualification. When determining the equivalence of vocational competency, the performance and knowledge criteria of each unit will be referenced.

The matrix will be used when assessing a person's qualifications and industry skills and knowledge to determine their suitability to deliver a specific training as a trainer employed by HITsa.

HITsa will collect evidence of the trainer's skills and knowledge and verify its authenticity. This may be done in a number of ways:

- If the training was undertaken after 2015, the USI registry can be used to verify training, or
- Contacting the provider named on the person's evidence to confirm that the evidence genuine

Evidence of trainer and assessor qualifications will be retained on the trainer's payroll file.

3. Assessing and Verifying Vocational Competency Equivalence

HITsa will assess the trainer / assessor's practical industry skills and knowledge using current and past work experience. The matrix will be utilised to map each unit against the skills and knowledge they possess to determine if they are an appropriate equivalent.

HITsa will collect evidence of the trainer's skills and knowledge and verify where possible, this may include:
- Obtain and retain copies of job descriptions issued from employers for past and present roles,
- Reference checks to determine skills and knowledge gained in employment or placement in industry,
- Discussion with trainers to determine their skills and knowledge

If similar or comparable training or qualifications have been completed, these may be verified by
- If the training was undertaken after 2015, the USI registry can be used to verify training, or
- Contacting the provider named on the person's evidence to confirm that the document is genuine

4. Meeting and Maintaining Currency Requirements

RTO Standards require training and assessment to be delivered only by trainers / assessors that possess and maintain current skills and knowledge in both the industry they deliver training, and in vocational training, learning, and assessment.

To meet this requirement, HITsa trainers will participate in a range of activities to show how they have maintained, upgraded, or developed new skills relevant to current needs in both their chosen industry, and as a trainer and assessor within the VET industry. Ttrainers / assessors will document their activities using the Professional Development Register and provide evidence to support each entry.

5. Determining Requirements of Professional Development

To support trainers to meet their currency obligations, the Register, HITsa's professional development register provides a framework for trainers, detailing the expectations placed on them and acceptable examples of professional development.

As a condition of employment, HITsa trainers will ensure that each year they complete a minimum of 20 hours of acceptable professional development being 15 hours of PD relevant to the industry in which they train, and 5 hours of vocational training, learning and assessment.

Any trainer who delivers training and assessment for multiple industries will require 15 hours of professional development for each industry.

HITsa will actively promote professional development opportunities within the workplace, however the responsibility falls to the trainer to be responsible for meeting their personal professional development obligations. This expectation includes sourcing, participating, documenting and retaining evidence of their completed activities throughout the year.

6. Assessing and Verifying Professional Development in Industry and Vocational Training, Learning, and Assessment

Each time a trainer completes professional development they must record their activity on the professional development register, ensuring the following details are included:

- Date and duration (in hours) of completed activity,
- Description of activity, delivery format, and name of provider (if applicable),
- The area of professional development (i.e., vocational training, specific industry etc.)
- Relevant learning outcomes, and
- A declaration that sufficient evidence of the completed activity has been obtained and retained

In meeting their requirements, HITsa trainers will also ensure that sufficient evidence of their undertaken professional development has been obtained and retained to be submitted for review. If the professional development activity cannot be verified, it must not be included in the minimum required hours.

Examples of evidence includes:

- Statement of attendance (non-accredited training),
- Statement of attainment (accredited training),
- Copy of email from provider confirming enrolment,
- Copy of resources provided at session, or
- Completed Industry Consultation Meeting Record

For clarification of valid evidence, please refer queries to the Manager, Policy and Process.

This PD register must be maintained by the trainer and submitted to the Manager, Policy and Process in June of each year for review. The Manager, Policy and Process will evaluate the activities and assess their suitability, providing feedback to the trainer on areas that require improvement or attention, ensuring each trainer is given sufficient opportunity to meet the requirements of their employment by the end of each year.

If a trainer commences employment part way through the year, the hours of professional development will be adjusted down accordingly by the Manager, Policy and Process. For efficiency, the dates of June and December are committed for the required reviews.

A copy of each trainers completed PD register and supporting evidence will be retained on their payroll file.

END

Date	Version	Amendment(s)
20.03.23		Original Document – Replaces HITP0058/7, HITP0053/2, HITP0030/11
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