

THE RTO TRAINER/ASSESSOR MANAGEMENT POLICY

1 PURPOSE AND SCOPE

- 1.1 The purpose of this Policy is to ensure that all training and assessment is delivered by staff/contractors who meet or exceed the competency requirements determined by The Standards for RTOs (2015).
- 1.2 This Policy identifies the principles to ensure that all practices related to the recruitment, professional development and performance management of Trainers/Assessors in all nationally-recognised AQF qualifications and units provided by The College RTO are designed to provide quality learning experiences for students.
- 1.3 The Policy applies to all staff or contractors delivering training and assessment in VET programs and authorising the issue of Nationally Recognised VET AQF awards.

2 DEFINITIONS

- 2.1 For the purposes of this Policy and associated Procedures the following definitions apply:
 - 2.1.1 AQF - the Australian Qualifications Framework.
 - 2.1.2 ASQA - Australian Skills Quality Authority, the national VET regulator for RTOs.
 - 2.1.3 RTO - Registered Training Organisation.
 - 2.1.4 Services - training, assessment, related educational and support services and/or any activities related to the marketing or recruitment of prospective students.
 - 2.1.5 The Board – Western Sydney University Enterprises Board.
 - 2.1.6 The College – Western Sydney University Enterprises Pty Limited trading as Western Sydney University The College.
 - 2.1.7 The University - Western Sydney University.
 - 2.1.8 VET - Vocational Education and Training.

3 POLICY STATEMENT

- 3.1 The College RTO recruits, selects, professionally develops and performance manages suitably qualified and experienced trainers to provide quality learning experiences for the students and positive outcomes for clients. Trainers/Assessors engage in industry relevant, reflective training and assessment practices.
- 3.2 The RTO Training and Assessment is delivered only by persons who have training and assessment qualifications, vocational competencies, current industry skills pertinent to the training and assessment being provided and have current knowledge and skills in vocational training and learning that informs their training and assessment.

4 PRINCIPLES

- 4.1 Training and assessment is delivered by trainers and assessors who have qualifications specified in Clauses 1.14 and 1.15 of The Standards for RTOs (2015), including vocational competencies at least to the level being delivered and assessed, current industry skills directly relevant to the training and assessment being provided and current knowledge and skills in vocational training and learning that informs training and assessment.
- 4.2 All The College RTO Trainers/Assessors are given the opportunity to maintain and update skills and knowledge relating to delivering training and assessment services. The professional development of Trainers/Assessors ensures continued development of knowledge and skills in their relevant industry area. The College RTO professional development plan outlines strategies for trainers and assessors to gain and maintain their VET knowledge and skills and their vocational currency and map these competencies on The RTO Professional Development Plan.
- 4.3 All Trainers/Assessors receive structured induction and professional development in The College RTO policies and procedures, including administrative systems, teaching and learning practices, work health and safety, structure of The College RTO and all roles and responsibilities.
- 4.4 The College RTO will ensure, wherever possible, that specialised Trainers/Assessors who meet or exceed qualifications requirements provide training and assessment services. In circumstances where this is not possible, Trainers/Assessors with marginal qualifications and/or experience may work under supervision arrangements in accordance of The Standards for RTOs (2015).
- 4.5 All relevant Human Resources documentation and processes, including position descriptions, employment agreements/contracts, and performance management recognise, specify and meet the requirements of Trainers/Assessors.
- 4.6 The College RTO provides opportunities for Trainers/Assessors to demonstrate and document skills as part of the Professional Development Plan.

5 ROLES AND RESPONSIBILITIES

- 5.1 The College RTO Committee is responsible for:
 - 5.1.1 Endorsing all staffing decisions, including provision of professional development opportunities.
 - 5.1.2 The College RTO Director is responsible for the application of this Policy and may delegate all or part of their powers to a staff member of The College RTO.
- 5.2 The College RTO Director, or delegate, is responsible for:
 - 5.2.1 Ensuring that appropriate Trainers/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.

5.2.2 Ensuring that Trainers/Assessors engage in professional development and all professional development activities are documented and reviewed.

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STATUS AND DETAILS

Status	Current		
Version	1		
Effective Date	21 October 2020		
Review Date	21 October 2023		
Approval Policy	The College Senior Management Team		
Governing Authority	Western Sydney University Enterprises Board		
Endorsed by	The RTO Committee		
Unit Responsible	The College Registered Training Organisation		
Enquiries Contact	The College RTO E: rto@westernsydney.edu.au		
Available On	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>
Policy Code	POL_OPS_003		
Policy Category	Operations		
Related Documents, including Legislation/Policies/Procedures	The RTO Third Party Agreements Policy The RTO Third Party Agreements Procedure The RTO Records Policy The RTO Records Procedures The RTO Continuous Improvement Policy Standards for Registered Training Organisations (RTOs) 2015		

Summary of Changes from Previous Version