THE RTO TRAINER/ASSESSOR MANAGEMENT PROCEDURE

1   PURPOSE

1.1   This procedure outlines ways that The College RTO applies a systematic approach for engaging Trainers and Assessors who possess the required skills and experience as set out under RTO Standards (2015) to deliver quality training and assessment practices.

2   SCOPE

2.1   This procedure provides for the recruitment, induction and management of trainers delivering nationally recognised programs provided by The College RTO.

3   TRAINER RECRUITMENT

3.1   The employment specification clearly lists the Trainer and Assessor qualifications, other personal attributes and job requirements.

3.2   Specifications are listed in the advertisement published on the Western Sydney University website. The recruitment selection is undertaken by Western Sydney University HR and The College RTO Director. Successful applicants are inducted by The College RTO Director/Lead Trainer.

3.3   Recruitment is also conducted via nominated Recruitment agency. All contracts and agreements are prepared by the agency.

4   ORIENTATION/INDUCTION

4.1   Orientation is held upon commencement of employment to familiarise new Trainers and Assessors with the training environment and the broader The College RTO environment. This initial orientation is inclusive of all regulatory requirements associated with the trainer and Assessor role and The College RTO's management and administrative structures. This process is overseen by the Lead Trainer.

5   TRAINER AND ASSESSOR CURRENCY

5.1   The Standards for RTOs (2015) require that training and assessment is delivered only by persons who have following:

    5.1.1   Current industry skills directly relevant to the training and assessment being provided.

    5.1.2   Current knowledge and skills in vocational training and learning that informs their training and assessment.

    5.1.3   Can demonstrate participation in professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment.

The College

5.2 When Trainers and Assessors are inducted into The College RTO, they are required to complete a Trainer Assessor Profile to map their qualifications, skills and experience to the individual units that they teach/assess. Trainers and Assessors facilitating and assessing the TAE40116 qualification are required to complete a TAE Trainer Assessor Profile.

5.3 The following table describes the value of Currency Points allocated to activities the Trainer may engage in to maintain their competence and currency. A Trainer must prove eight (8) currency points annually by submitting their evidence to the Lead Trainer/The College RTO Director.

Currency Activity	Evidence Guide	Points
Formal Professional Development leading to a nationally endorsed qualification	AQF Qualification with a record of results	5
Working in industry part time	Work log or equivalent	5
Formal Professional Development leading to a Statement of Attainment	Statement of Attainment	4
Delivering workplace training	Work log or equivalent	4
Undertaking formal research or a significant project	Research Paper or Project Report	4
Work Placement (vocational) less than five days	Work log and post activity report	4
Non-accredited Professional Development – Conference / Workshop	Certificate of Attendance or other proof	3
Development of learning and assessment materials	Example of developed materials	3
Internal Professional Development	Attendance record	2
Work Shadowing	Work log and post activity report	2
Industry site visit (half day)	Post activity report	2
Networking event (face-to-face)	Certificate of Attendance or other proof	2
Networking (online)	Print of activity demonstrating active involvement	1
Subscription to Industry Journal	Subscription fee receipt or letter of confirmation	1
Subscription to email based newsletter	Confirmation of subscription	1
Membership of an Industry Association or Professional Group	Receipt of membership fee or letter of confirmation	1

6 WORKING UNDER SUPERVISION

6.1 The College RTO engages subject matter experts to deliver training who are working under supervision of a trainer, the person must meet the following criteria:

6.1.1 Must hold one of the following the following skill sets:

- TAESS00007 Enterprise Trainer – Presenting Skill Set; or
- TAESS00008 Enterprise Trainer – Mentoring Skill Set; or
- TAESS00003 Enterprise Trainer – Assessor Skill Set.

6.1.2 Has vocational competencies at least to the level being delivered and assessed; and

6.1.3 Has current industry skills directly relevant to the training and assessment being provided.

6.2 A Trainer and Assessor who holds one of the above skill sets can only perform the tasks associated with the specific competencies within.

6.3 A trainer who holds the enterprise trainer presenting skill set only holds the competency to make presentations and deliver skills training. This person does not hold the Assessor skillset nor TAE40116 qualification to undertake assessment.

6.4 A trainer who holds the skill set of an enterprise Trainer and Assessor skill set, holds the competency to collect assessment evidence and deliver skills training.

7 APPROVED DELIVERY REGISTER

7.1 The College RTO maintains an Approved Delivery Register that is a central register to record the units each Trainer and Assessor is approved to deliver/assess. This is to be updated by the Lead Trainer. The three designations include:

7.1.1 train only;

7.1.2 assess only;

7.1.3 train and assess.

7.2 Course Coordinators refer to the Approved Delivery Register to confirm which Trainers have approval for delivery/assessment. If a proposed Trainer/Assessor does not hold the required competence, then a different Trainer/Assessor is to be allocated to the cohort/student to teach that unit.

8 TRAINER RECORDS

8.1 Electronic records are maintained in a designated HR file and be stored in accordance with The RTO Records Policy.

8.2 The following list defines what documents are maintained in electronic format:

8.2.1 Completed staff induction record - signed by Lead Trainer and RTO Director.

8.2.2   Certified true copy of Trainer/Assessor qualifications.

8.2.3   Certified true copy of vocational qualifications.

8.2.4   Evidence of equivalent competence if applicable (Vocational Matrix Template).

8.2.5   Updated Curriculum Vitae or Resume detailing professional history.

8.2.6   Duty statement signed by staff member.

8.2.7   Employment Contract/Service Agreement signed by The College RTO Director and The College CEO.

8.2.8   National Police Check if applicable.

8.2.9   Relevant licence documentation/working with children check, etc.

THE RTO TRAINER MANAGEMENT PROCEDURE

STATUS AND DETAILS

Status	Current
Version	1
Effective Date	21 October 2020
Review Date	21 October 2023
Approval Authority	The RTO Committee
Approval Policy	The College Senior Management Team
Governing Authority	Western Sydney University Enterprises Board
Unit Responsible	The Registered Training Organisation
Enquiries Contact	The College RTO E: rto@westernsydney.edu.au
Available On	SharePoint ☐ Website ☒
Procedure Code	PRO_OPS_003
Procedure Category	Operations
Related Documents, including Legislation/Policies/Procedures	Approved Delivery Register Trainer Assessor Profile The Standards RTO (2015)

Summary of Changes from Previous Version