

RTO 1.06 Trainers and Assessors

1. Policy Purpose

The Australian Institute of Social Relations exists to increase the skills, knowledge, and capacity of the community services workforce, to the overall benefit of community services clients; and to provide a second chance opportunity for disadvantaged or non-traditional learners to gain qualifications.

The purpose of this policy is to underpin high quality teaching and assessment, and ensure all training and assessment is delivered by staff and/or contractors who meet the competency requirements determined by The Standards for RTOs (2015). This includes staff delivering and/or assessing nationally recognised training under a third-party arrangement which exists between The Institute and another employer.

The Institute is committed to employing qualified and skilled trainers and assessors with industry experience and to supporting their continuous development. The accompanying procedure identifies key principles and practices to ensure RTO compliance and quality learning experiences for students.

2. Policy Statement

The Institute will ensure that all training and assessment is delivered by staff and/or contractors who meet the competency requirements determined by The Standards for RTOs (2015). This includes staff delivering and/or assessing nationally recognised training under a third-party arrangement which exists between The Institute and another employer.

3. Scope

3.1 This policy applies to all staff or contractors delivering training and assessment in VET programs and authorising the issue of Nationally Recognised VET AQF awards.

4. Definitions

- 4.1. **AQF** - the Australian Qualifications Framework.
- 4.2. **ASQA** - Australian Skills Quality Authority, the national VET regulator for RTOs.
- 4.3. **RTO** - Registered Training Organisation.
- 4.4. **Services** - training, assessment, related educational and support services and/or any activities related to the marketing or recruitment of prospective students.
- 4.5. **The Standards** – Standards for Registered Training Organisations 2015.
- 4.6. **The Institute** – Relationships Australia South Australia Limited trading as The Australian Institute of Social Relations.
- 4.7. **Third-Party** – Businesses delivering training and or assessment services under a formal third-party agreement with The Institute
- 4.8. **VET** - Vocational Education and Training
- 4.9. **EM** – Executive Manager, Education and Trauma Services
- 4.10. **MET** – Manager, Education and Training

5. Procedures

- 5.1 Training and assessment is delivered by staff who hold qualifications specified in Clauses 1.13, 1.14 and 1.15 of The Standards. This includes 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 education (TAE or equivalent). This applies to the Institute and RASA staff and staff employed by third parties who provide training and assessment services on behalf of The Institute where a formal Third-Party Arrangement exists between The Institute and the employer.
- 5.2 Trainers and Assessors are given the opportunity to maintain and update skills and knowledge related to delivering training and assessment services. The professional development of Trainers and Assessors ensures continued development of knowledge and skills in their relevant industry area. The Institute will conduct an annual review with each staff member where professional development opportunities are identified and planned for the year ahead. Upon completion of the identified professional development, staff will update their Trainer/Assessor Profile.
- 5.3 Trainers and Assessors receive induction in The Institute policies and procedures, including administrative systems, teaching, and learning practices, work health and safety, structure of The Institute and all roles and responsibilities.
- 5.4 In rare circumstances where there is a lack of appropriately qualified Trainers and Assessors for a particular topic or course, staff with related qualifications and/or direct experience may work under supervision arrangements in accordance with The Standards.
- 5.5 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.
- 5.6 Trainers and Assessors are required to provide a record and evidence of their skills in their individual Trainer/Assessor Profile.

6. Roles and Responsibilities

6.1. The Executive Manager (EM) of Education and Trauma Services is responsible for overseeing implementation of this policy.

6.2 The Manager of Education and Training is responsible for:

6.2.1. Ensuring that Trainers and Assessors have the required competencies, or that arrangements are in place for a person who does not have the competencies to be directly supervised by a person who does.

6.2.2. Retaining copies of verified certification for all training, assessing and contract staff who deliver services on behalf of The Institute.

6.2.3. Ensuring that Trainers/Assessors engage in professional development and all professional development activities are documented in each staff members individual Trainer/Assessor Profile.

6.3 The Third Party is responsible for:

6.3.1. Employment of their own training and assessment staff in accordance with clauses 1.13-1.15 of the Standards.

6.3.2. Providing copies of Qualifications, Unit Transcripts and Evidence of Current Vocational Competence to The Institute upon employment and before any services are conducted by that staff member on behalf of The Institute under an existing Third-Party Agreement.

Appendix

COPY OF SCHEDULE 1: STANDARDS FOR REGISTERED TRAINING ORGANISATIONS 2015

Trainer and assessor requirements - Requirements from 1 July 2019

TRAINERS AND ASSESSORS:

As of 30 June 2019, your trainers and assessors must hold:

- TAE40116 Certificate IV in Training and Assessment or its successor or
- TAE40110 Certificate IV in Training and Assessment plus the following units:
 - TAELLN411 (or its successor) or TAELLN401A, and
 - TAEASS502 (or its successor) or TAEASS502A or TAEASS502B or
- a diploma or higher-level qualification in adult education.

ASSESSORS:

Anyone who provides assessment only (i.e. does not deliver training) must hold the:

- TAESS00011 Assessor Skill Set or its successor or
- TAESS00001 Assessor Skill Set, plus one of the following:
 - TAEASS502 Design and Develop Assessment Tools, or
 - TAEASS502A Design and Develop Assessment Tools, or
 - TAEASS502B Design and Develop Assessment Tools. or
- TAE40116 Certificate IV in Training and Assessment or its successor or
- TAE40110 Certificate IV in Training and Assessment plus the following units:
 - TAELLN411 (or its successor) or TAELLN401A
 - TAEASS502 (or its successor) or TAEASS502A or TAEASS502B or
- a diploma or higher-level qualification in adult education.