



Maintaining Trainer and Assessor Competency

Purpose

To ensure that all trainers and assessors engaged by ATI show evidence of maintaining their Trainer and Assessor competency, industry currency and meet all the NVR/AQTF mandatory requirements of the industry and the training package.

Scope

This policy applies to permanent, part-time and casual trainers and or assessors.

Principles

The quality of the training and assessment offered by ATI is underpinned by the knowledge and skills of the trainers and or assessors engaged to deliver and assess the nationally recognised and accredited courses on the scope of registration.

Policy

ATI works collaboratively with all trainers and assessors to support them to maintain and continue to develop their vocational education and training (VET) knowledge and skills as well as their industry currency and trainer / assessor competence. This is further re-enforced by ongoing internal professional development offered to all trainers and assessors in both states. Ati would not employ any person as trainer or assessor without full filling the requirements from schedule 1 of current SRTOs 2015.

Procedure

Action	Responsibility
Recruit industry current, experienced, and appropriately (as defined by NVR/AQTF requirements), qualified trainers and assessors	Training Manager and Quality and Compliance Manager
Provide the CEO with an annual ATI Professional Development plan for approval. The plan should include <ul style="list-style-type: none"> • Trainer Meetings • In-house Training Sessions • External Professional Development Sessions • Webinars • Other 	Training Manager and Quality and Compliance Manager
Trainers and Assessors must have a Police Check, Working With Children Check, and annually updated Curriculum Vitae , A Competency & Industry Matrix , an Up to Date Professional Development Log , and all qualifications which reflect the qualification or course they are engaged to deliver and or assess.	Quality and Compliance Manager
Ensure Trainers and Assessors are kept informed of applicable VET updates and information	Quality and Compliance Manager
Provide an annual plan for how you will maintain your industry currency. Periodic industry placements are encouraged	Trainers and Assessors
Ensure Trainer/Assessor files are kept up to date	Quality and Compliance Manager



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Definitions

Industry	Representative bodies that have a stake in the training, assessment and client services provided by RTOs. These representative bodies could include industry skills councils, industry associations, unions, regulatory bodies licensing bodies and group training companies (not an exhaustive list).
Training and Assessment Strategy	Means a framework that guides the learning requirements and the teaching, training and assessment arrangements of a VET qualification. It is the document that outlines the macro-level requirements of the learning and assessment process

Australian VET Quality Framework Reference SRTOs 2015

1.6	The RTO implements a range of strategies for industry engagement and systematically uses the outcome of that industry engagement to ensure the industry relevance of: b) the current industry skills of its trainers and assessors.
1.13	Trainers and assessors In addition to the requirements specified in Clause 1.14 and Clause 1.15, the RTO's training and assessment is delivered only by persons who have: 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.
1.14.	The RTO's training and assessment is delivered only by persons who have: a) prior to 1 January 2016, the training and assessment qualification specified in Item 1 or Item 2 of Schedule 1, or demonstrated equivalence of competencies; and b) from 1 January 2016, the training and assessment qualification specified in Item 1 or Item 2 of Schedule 1.

Related Documents

Trainer / Assessor File Checklist
Trainer/Assessor Competency Matrix
Trainer Assessor Professional Development Plan
Trainer/Assessor Professional Development Log
Working With Children Check
Police Check

Change History

Version	Approval Date	Approved by		Change
		CEO	Delegate	
3	October 2014		Compliance	Corrective action, & As per New Standards
2	28 August 2014	Omar		As per the SNR 2012
1	30 August 2012	Omar		