



TRAINER AND ASSESSOR REQUIREMENTS

Purpose The purpose of this policy is to ensure that AILC trainers hold the necessary qualifications and current industry skills relevant for training and assessing the AILC's courses and workshops.

Definitions As defined by the *Standards for Registered Training Organisations (RTOs) 2015*, **Competency-based training and assessment** illustrates that a person is trained and assessed to meet the performance and knowledge requirements to safely and effectively complete workplace activities in a range of different situations and environments, to an industry standard that is expected in the workplace.

Competency based training and assessment is not a comparative assessment between students but rather, an assessment against the requirements of the training product.

Policy From the 1st of January 2016, training and assessment delivered by the AILC will only be delivered by trainers and assessors whom hold:

- i) Vocational competencies at least to the level being delivered and assessed
- ii) Current industry skills directly relevant to the training and assessment being provided
- iii) Current knowledge and skills in vocational training and learning that informs their training and assessment.

Additionally, training and assessment may only be delivered by persons who have:

- TAE40110 Certificate IV in Training and Assessment, or its successor*, or
- A diploma or higher level qualification in adult education.

*Prior to 1 January 2016, a person may demonstrate equivalence of competencies in the training and assessment qualification. From 1 January 2016, demonstrating equivalence of competencies will not be sufficient—trainers and assessors are required to hold TAE40110 or its' successor.

The AILC will ensure that all trainers and assessors undertake professional development in the fields of:

- a) Knowledge and practice of vocational training, and
- b) Learning and assessment, including competency-based training and assessment.



Scope This policy applies to all AILC facilitators/trainers, assessors and third party provider partners' trainers and assessors.

Trainers Trainers and assessors are responsible for the maintenance of their trainer profile on the AILC's electronic data base. Facilitators are additionally responsible for attending professional development opportunities and notifying the AILC of any changes to their qualifications.

Management The RTO Manager is responsible for ensuring that trainers and assessors update their trainer profile every 3-6 months. Furthermore, the RTO Manager is responsible for ensuring trainers and assessors are undertaking professional development opportunities.

Procedure

How trainers and assessors demonstrate vocational competencies

Trainers and assessors are able to demonstrate the appropriate level of vocational competencies by:

- Holding the competency they are delivering, or
- Demonstrating equivalence of the competency.

The AILC will electronically file the following documents for trainers and assessors to demonstrate evidence of relevant vocational competencies:

- Trainer and assessor profile
- Current resume
- Certified copy of TAE40110 Certificate IV in Training and Assessment and transcript
- Certified copy of TAELLN401A - Address adult language, literacy and numeracy skills or its successor
- Certified copies of relevant qualifications and transcripts

How trainers and assessors demonstrate current industry skills

Trainers and assessors are required to have current skills in their industry area. The current industry skills held by trainers and assessors:

- Need to be consistent with the requirements of the training packages/accredited courses they are delivering, and
- Need to be consistent with the required skills for trainers and assessors that the RTO has identified through industry engagement.



Trainers and assessors will need to demonstrate how they have maintained, upgraded or developed new skills relevant to current industry needs. Trainers and assessors can demonstrate current industry skills via:

- Participation in relevant professional development activities: the implementation guide may provide a list of relevant industry associations. A trainer and assessor could consult with these industry associations to identify relevant development activities they could attend
- Participation in networks: this could include attendance at industry breakfasts, workplace health and safety meetings and discussions with employers
- Personal development: through reading of industry journals, or with subscriptions both online and in print
- Undertaking accredited training: including single units of competency, skill sets and qualifications and demonstrating recent completion of a VET training product
- Returning to work: that is, working in the relevant industry on a part-time or casual basis.

Demonstrating professional development in vocational training, learning and assessment

Professional development opportunities are planned activities with the primary purpose of developing a trainer and assessor's own knowledge. The professional development activities must be relevant to the provision of training and assessment in a competency-based environment.

Examples of professional development activities include:

- Participating in courses, workshops, seminars, and conferences: trainers and assessors can attend both external and internal courses—that is, courses developed by professional development providers and internal programs developed and delivered by the AILC
- Demonstrating recent completion of a VET training product
- Participation in learning networks—there are various professional associations which provide educative forums about vocational training and assessment
- Personal development through reading of publications and other relevant information
- Participation in validation or moderation activities
- Shadowing or working closely with other trainers' and assessors'.

Related Documents

[ASQA Fact sheet: Meeting trainer and assessor requirements](#)

[Standards for Registered Training Organisations \(RTOs\) 2015](#)



Review

The trainer and assessor requirements policy and procedure will be revised and updated annually. The next review date is 1st December 2017.

Authorisation

The trainer and assessor requirements policy and procedure has been approved by the Chief Executive Officer of the Australian Indigenous Leadership Centre.

Version	Created/reviewed	Reviewed & Changes	By whom
1	2014	Created	Rachelle Towart
2	14/10/2016	Updated and Formatted	Ashleigh Rhind & Katrina Prgomet
3	01/03/2017	Logo amended	Kat Prgomet