

# POLO17 QUALIFIED TRAINERS AND ASSESSORS

*This policy applies to both Southern Training Organisation RTO#91378 and MBA Group Training Limited RTO#88163. This policy outlines the approach of, and method adopted by, the RTO to ensure training and assessment is delivered only by individuals who are appropriately qualified to do so as described in clause 1.13 through 1.20 of the Standards for Registered Training Organisations (RTOs) 2015 – Standard 1, Clause 1.13 to. This policy applies to all nationally recognised training provided on the RTO's scope of registration.*

## EMPLOY SKILLED TRAINERS AND ASSESSORS

Any individual recruited to participate in the RTO's training and assessment must hold:

- 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.

To ensure trainers, assessors and any other individual participating in training or assessment activity is suitably qualified the RTO maintains a Trainer and Assessor profile for those involved in the delivery of training or assessment. This profile captures an individual's qualifications, any supervision requirements, VET currency and professional development activity. A trainer profile should be completed for new recruits prior to the commencement of any training or assessment activities.

In conjunction with the profile, a skills matrix (QA002 Trainer and assessor skills matrix) will be kept linking the knowledge and skills an individual holds to the training products they may deliver or assess.

If the RTO employs an individual who does not meet the above requirement, the individual may only work under the supervision of a suitably qualified trainer/assessor and **cannot** determine assessment outcomes. Where supervision is deemed necessary, a supervisor will be assigned, and supervision arrangements documented using the relevant form (QA003 Supervision arrangements form).

The nominated supervisor is responsible for maintaining the supervision arrangements and is accountable for all training provision and collection of assessment evidence by the individual under their supervision. This includes regular meetings to mentor, monitor and document training and assessment activity with the supervised individual. Meetings should be documented using the supervision arrangements form.

All forms mentioned within this document are completed online and stored within the compliance framework site.

## DETERMINING SUPERVISION ARRANGEMENTS

Supervision arrangements are determined by reviewing the trainer/assessors Training and Education (TAE) credentials and current industry skills directly relevant to the training and assessment specified on their resume or trainer profile.

This determination will be made by the Head of Training Delivery. Additional requirements may be requested by the nominated supervisor and will be recorded on the supervision arrangements form.

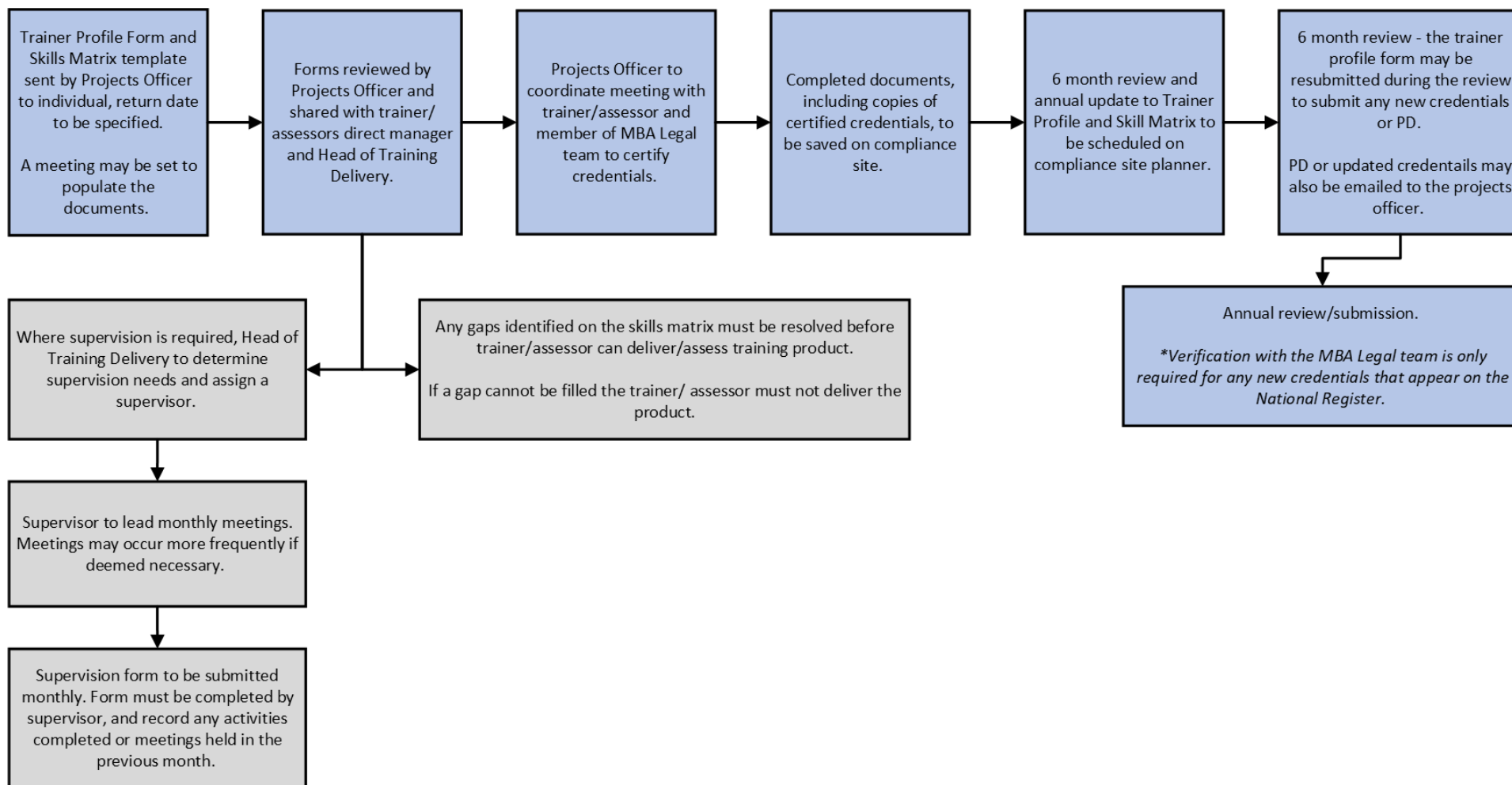
The below levels of supervision are the minimum requirements set by the RTO.

Credentials (See RTO Standards 2015 – Schedule 1)	Activity	Level of supervision	
Item 2 or 3	Both training and assessment	No supervision required.	0
Items 3 or 4	Training only	Direct supervision required for the first 2.5 hours of each UoC delivery as per the assessment requirements of the UoC TAEDEL411 - Facilitate vocational training.	1
Item 5	Assessment only	Supervision is only required for training delivery. As per supervision level 1. Individuals operating at this level can only deliver training or assessment where they possess the identical, equivalent or a higher level UoC.	2
Actively working towards a credential specified in Item 6	Training and contributing to assessment	<p>Direct supervision required for the first 2.5 hours of each UoC delivery as per the assessment requirements of the UoC TAEDEL411 - Facilitate vocational training.</p> <p>Direct supervision of assessment activity is required for a minimum of 6 units of competency, for two students per unit.</p> <p><i>Supervision may be reduced at the supervisors suggestion only when the individual under supervision has completed the core units of a TAE qualification from Item 2 or 3 or hold an assessor skill set shown in Item 5 of Schedule 6.</i></p>	3
Item 6 – 8	Training and contributing to assessment	<p>Direct supervision required for the first 2.5 hours of each UoC delivery as per the assessment requirements of the UoC TAEDEL411 - Facilitate vocational training.</p> <p>Direct supervision of assessment activity is required for a minimum of 6 units of competency, for two students per unit.</p> <p><i>Supervision may be reduced at the supervisors suggestion only when the individual under supervision has completed the core units of a TAE qualification from Item 2 or 3.</i></p>	4

Items 2 – 8 = refers to Schedule 1 of the Standards for Registered Training Organisations 2015  
 UoC = Unit of Competency      TAE = Training and Education

## TRAINER PROFILE PROCESS

The following flow chart shows the steps taken by the RTO to ensure individuals participating in training and assessment activities are suitably qualified and that supervision arrangements are established and monitored.



## RESPONSIBILITIES

Role	Responsibility
<b>Training Director</b>	Support the training team to adhere and enforce this policy.
<b>Head of Training Delivery</b>	Determine the level of supervision for individuals, monitor supervision arrangements including monthly meetings and submission of supervision form, connect with the Project Officer to ensure trainer profiles and skills matrixes are maintained.  <i>Responsibilities in relation to supervision levels and monitoring supervision may be undertaken by the Carpentry Training Manager, Manager of High Risk Training or Training Director for individuals requiring supervision for only these training courses.</i>
<b>Compliance Manager</b>	Maintain policy and documents in relation to this policy, support and monitor trainers/assessors and project officer to complete documentation
<b>Projects Officer</b>	Coordinate and monitor the completion and storage of trainer profiles and skills matrixes including scheduling review meetings, supporting trainer/assessors to populate documentation, coordinating meetings with MBA Legal representatives to certify credentials, gathering copies of certification. Support and monitoring activities may require face to face meetings to enter trainer/assessor developments.
<b>MBA Legal Representative</b>	Review and certify trainer/assessor original credentials for validity
<b>Supervising Trainer/Assessor</b>	Complete determined hours of training and assessment observation, determine assessment outcomes in line with level of supervision requirements, provide training and assessment materials to the individual under their supervision, coordinate <u>monthly</u> meetings to mentor, monitor and document training and assessment activity with the supervised individual, record meetings using the supervision arrangements form.
<b>Supervised Individual</b>	Complete trainer profile and skills matrix documents, attend scheduled meetings with supervisor

### DOCUMENT INFO

Relevant Standards: Standards for Registered Training Organisations (RTOs) 2015 – Standard 1, Clause 1.13 to 1.20.

Version History: DRAFT

Document last edited by: Eilysh Scowcroft, Compliance Manager

Related documents: QA001 Trainer profile management process, QA002 Trainer profile form, QA003 Trainer supervision form, QA004 Trainer assessor skills matrix, QA005 Trainer and assessor expectations

Responsibility: Cara Schultz, Training Director

