



Skilled Trainers and Assessors Policy and Procedure

Purpose

This policy and procedure ensures that Laneway Education meets the requirements of the Standards by:

- Employing only skilled trainers and assessors.
- Providing supervision of trainers where needed.
- Employing experts to teach trainers and assessors.
- Employing a sufficient number of trainers and assessors for the qualifications and courses on its scope of registration.

This policy and procedure compliance with Clauses 1.13 – 1.24 of the Standards.

Policy

1. Qualifications and experience of trainers and assessors

- Laneway Education employs skilled trainers and assessors. This means trainers and assessors have:
 - Vocational competencies at least to the level being delivered and assessed.
 - Current industry skills directly relevant to the courses they deliver.
 - Current knowledge and skills in vocational training and learning that informs their training and assessment.

Note: *Under the Standards, each trainer and assessor is required to have vocational competencies at least to the level being delivered and assessed. This does not mean the trainer and assessor is required to hold that exact qualification or any specific unit of competency (unless this is specified in the training package).*

In some cases, people may have significant industry experience but not hold any formal qualifications—in such cases, Laneway Education will analyse the skills and knowledge the trainer and assessor delivers and compare it to the trainer and assessor's actual industry skills and knowledge. Laneway Education will consider all units of competency (including electives) in this analysis to ensure that requirements for trainers and assessors specified in the training package or accredited course are met.

<https://www.asqa.gov.au/faqs/be-considered-be-vocationally-competent-does-trainer-and-assessor-need-hold-qualification-and>

- All trainer/assessors must hold either TAE40110 Certificate IV in Training and Assessment and:



- a. one of the following:
 - TAE LLN411 Address adult language, literacy and numeracy skills or its successor or
 - TAE LLN401A Address adult language, literacy and numeracy skills
- and one of the following:
 - TAE ASS502 Design and develop assessment tools or its successor or
 - TAE ASS502A Design and develop assessment tools or
 - TAE ASS502B Design and develop assessment tools.
- o or the TAE40116 Certificate IV in Training and Assessment,
- o or a diploma or higher level qualification in adult education
- All individuals involved in delivering training will be suitably qualified as a trainer as per the Standards and therefore supervision is not required.
- All trainers/assessors are required to demonstrate their vocational competency and current industry skills through their CV, qualifications and skills mapping.

2. Professional development

- All trainers/assessors participate in regular professional development in the areas of:
 - The field of their delivery
 - Vocational Education and Training knowledge
 - Competency based training and assessment
- Professional development may include attendance at conferences, training sessions, networking meetings, participating in nationally recognized training, reading articles and discussion papers, subscription to e-newsletters and magazines.
- Trainers/assessors must ensure they complete at least two professional development activities in each of the above categories per year.
- Professional development plans and records of professional development undertaken by each trainer/assessor are kept on record and reviewed annually.
- Laneway Education monitors professional development completed by its trainers/assessors to ensure the above requirements are met.

3. Industry experts involved in assessment



- Industry experts in specialist areas may be involved in an assessment process, working alongside the assessor to conduct the assessment.

Procedures

1. Qualifications of trainers/assessors

Procedure	Responsibility
<p>A. Vocational competency and industry currency</p> <ul style="list-style-type: none"> • The trainer/assessor must possess vocational competency from a similar or higher vocational qualifications from the same training package (current and/or superseded no more than 6 months ago) they intend to deliver and/or assess. The trainer/assessor must satisfy this requirement prior to the commencement of their services at Laneway Education. • Where the training package is superseded not more than six (6) months, the trainer may demonstrate vocational competency through a combination of: <ul style="list-style-type: none"> – Copies of qualifications – A completed <i>Skills Matrix</i> – CV – Industry reference evidence (to be updated every 6 months) • In the skills matrix, the trainer/assessor must discuss their recent relevant experience in relation to each unit they are delivering. They should refer to the contents of each unit and ensure they discuss their working experience as relevant to the unit to demonstrate they are suitable for delivery. • The trainer/assessor must provide evidence of industry currency and update every six (6) months. • The trainer and assessor must maintain industry currency skills directly relevant to the training and assessment being provided. • The trainer/assessor may be asked to provide additional information where it is not suitable • The trainer/assessor may be asked to provide additional information where it is not suitable. 	<p>Trainer/assessor</p>



Procedure	Responsibility
<p>B. Copies of qualifications</p> <ul style="list-style-type: none">• Collect copies of qualifications and statements of attainment from the trainer/assessor, relevant to the area they are delivering. They are to be certified as a true copy.• Ensure the trainer/assessor holds the Certificate IV in Training and Assessment or other acceptable qualification as specified above.• Ensure the trainer/assessor holds suitable industry relevant qualifications at least to the level being delivered. It is preferred that the trainer/assessor holds the qualification they are delivering however this may not be required where the skills matrix is extensive and demonstrates equivalence.• Store all records in the staff file.	Compliance Manager

2. Professional development

Procedure	Responsibility
<p>A. Professional development plan</p> <ul style="list-style-type: none">• All trainers/assessors are to provide Professional Development Plan prior to their commencement and update each year.• It should include a plan for professional development in relation to:<ul style="list-style-type: none">– Their industry area– Vocational Education and Training (VET) sector knowledge– Competency based training and assessment• This should be kept in the staff file.• Plans should be monitored to ensure staff are continually attending professional development throughout the year.	Trainers/ assessors
<p>B. Professional development logs</p> <ul style="list-style-type: none">• All trainers/assessors are required to keep records of Professional Development they attend throughout the year	Trainers/assessors &



Procedure	Responsibility
<p>by recording it on their Professional Development Log and attaching copies of certificates (where relevant).</p> <ul style="list-style-type: none">The trainer/assessor is required to ensure they are developing in all three areas as outlined above. This will be monitored for each trainer by the office.	<p>Compliance Manager</p>