



Trainer and Assessor Policy and Procedure

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1. PURPOSE

- 1.1 This document specifies Laneway Education's (the College) trainer and assessor policy procedure. It sets out how the College ensures it meets its legislative and regulatory requirements regarding the recruitment and ongoing professional development of its trainers and assessors to guarantee that all times they are suitably qualified and experienced in relation to the functions they perform for learners.

2. SCOPE

- 2.1 This document applies to all staff in the College.

3. POLICY STATEMENT

- 3.1 Prior to commencing any training and/or assessment for the College, all trainers and assessors must be able to demonstrate that they have:
- 3.1.1 Vocational competencies at least to the level being delivered and assessed;
 - 3.1.2 Current industry skills directly relevant to the training and assessment being provided;
 - 3.1.3 Current knowledge and skills in vocational training and learning that informs their training and assessment.
- 3.2 Additionally, all trainers and assessors must be able to demonstrate that they have either:
- 3.2.1 A TAE40110 Certificate IV in Training and Assessment, or
 - 3.2.2 A TAE40116 Certificate IV in Training and Assessment or its successor, or
 - 3.2.3 A TAE40110 Certificate IV in Training and Assessment, and one of the following:
 - a) *TAELLN411 Address adult language, literacy and numeracy skills* or its successor, or
 - b) *TAELLN401A Address adult language, literacy and numeracy skills* and one of the following:
 - c) *TAEASS502 Design and develop assessment tools* or its successor, or
 - d) *TAEASS502A Design and develop assessment tools*, or
 - e) *TAEASS502B Design and develop assessment tools*, or
 - 3.2.4 A diploma or higher-level qualification in adult education.
- 3.3 Where a person conducts assessment only, the College will ensure that the person has either:
- 3.3.1 A TAE40110 Certificate IV in Training and Assessment, or
 - 3.3.2 A TAE40116 Certificate IV in Training and Assessment or its successor, or
 - 3.3.3 A TAE40110 Certificate IV in Training and Assessment, and one of the following:
 - a) *TAELLN411 Address adult language, literacy and numeracy skills* or its successor, or
 - b) *TAELLN401A Address adult language, literacy and numeracy skills* and one of the following:
 - c) *TAEASS502 Design and develop assessment tools* or its successor, or
 - d) *TAEASS502A Design and develop assessment tools*, or
 - e) *TAEASS502B Design and develop assessment tools*, or
 - 3.3.4 A diploma or higher-level qualification in adult education, or
 - 3.3.5 *TAESS00001 Assessor Skill Set*, or
 - 3.3.6 One of the following credentials:

- a) *TAESS00011 Assessor Skill Set* or its successor, or
 - b) *TAESS00001 Assessor Skill Set*, and one of the following:
 - a. *TAEASS502 Design and develop assessment tools* or its successor or
 - b. *TAEASS502A Design and develop assessment tools* or
 - c. *TAEASS502B Design and develop assessment tools*.
- 3.4 The College requires all trainers and assessors to demonstrate they meet the requirements stated above *prior* to undertaking any training and/or assessment activities for the College. An attempt will be made to validate the authenticity of all documents supplied to the College.
- 3.5 All trainers and/or assessors will be required to complete a 'Staff Vocational Credentials and Work Experience Mapping Tool' to demonstrate how their experience or qualifications qualify them to deliver and/or assess a particular qualification or part there of.
- 3.6 All trainers and assessors undertaking training and/or assessment for the College must complete a comprehensive orientation program, and undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment as part of their employment.
- 3.7 The College shall maintain sufficient trainer and assessor staffing levels to ensure it can always provide delivery and assessment of its courses.
- 3.8 In some circumstances it may be appropriate that an industry expert (skilled and knowledgeable in the vocational area) work together with a qualified College assessor to conduct assessment. In this situation, the College assessor is responsible and accountable for the assessment process and outcomes. Minimum requirements for the industry expert to participate in assessment are evidence of current skills and knowledge in vocational area that is directly relevant to the units being assessed.

4. PROCEDURE

Recruitment

- 4.1 The College CEO or delegated staff member is responsible for the advertising for trainers and assessors.
- 4.2 Once the College receives job applications for a trainer and/or assessor role, the CEO or delegated staff member will collate the applications and, if required, perform an initial shortlisting exercise so that only the most suitable applicants are considered.
- 4.3 The CEO and Head of Product meet to decide on which of the suitable applicants to interview for the role(s).
- 4.4 The CEO or delegated staff member then contacts the applicants to arrange the interview(s).
- 4.5 As a minimum, the CEO and Head of Product undertake the interview process.
- 4.6 Following the interview process, the CEO and Head of Product decide which applicant(s) to offer a training and/or assessor role. The CEO or delegated staff member will then contact the successful applicant(s) informing them of the decision, and requests the necessary evidence be provided to meet the requirements of the *Standards for Registered Training Organisations (RTOs) 2015* outlined in the policy above.
- 4.7 Once the applicant provides all the necessary evidence and completed 'Staff Vocational Credentials and Work Experience Mapping Tool', the College reviews the evidence for compliance.

- 4.8 If the applicant demonstrates they meet the trainer and/or assessor requirements, the College arranges for the necessary employment paperwork to be completed. The applicant then becomes a trainer and/or assessor as applicable and undertakes an induction program.
- 4.9 If the applicant is unable to demonstrate they meet the trainer and/or assessor requirements, the College contacts the applicant to attempt to gather further evidence. If no further evidence can be produced, the applicant is not engaged at that time.

Induction Program for New Staff

- 4.10 All new trainers and/or assessors must participate in an induction program at the beginning of their employment. They are also required to become familiar with the College's policies and procedures.
- 4.11 During the induction program, the Head of Product is responsible for providing the new trainers and/or assessors with all the necessary information and instruction to allow them to be able to perform their duties.
- 4.12 New trainers and/or assessors are to be assigned a more senior trainer and assessor to mentor and assist them during the early stages of their employment. Trainers and/or assessors may also be required to undergo regular classroom observation by a more senior trainer and assessor, or by the Head of Product, as part of the normal performance review process, or as a result of concern over performance.

Ongoing Professional Development:

- 4.13 The College will periodically conduct in-house staff training sessions on a variety of topics to ensure staff remains aware of the College's legislative and regulatory obligations, and developments within the vocational education market. This typically occurs outside of normal College training hours and may occur during the College study breaks.
- 4.14 The CEO informs college staff of the training sessions, and staff are required to attend.
- 4.15 The College keeps an attendance roll of training session participants.

5. RESPONSIBILITIES

- 5.1 Laneway Education implements a RASCI Responsibility Matrix to assign and display responsibilities of individuals to carry out a process within the organisation

	CEO	Head of Growth	Head of Product	Administration and Enrolment Coordinator	Administration and Enrolment Team Members	Trainers and Assessors	Student Experience Team Members	Growth Team Members	Head of Compliance
R			X			X			
A	X								
S									
C									X
I		X		X	X		X	X	

'R' Responsible – the person who is responsible for carrying out the entrusted task, monitoring compliance and maintaining records.

'A' Accountable (also Approver) – the person who is responsible for the whole task and who is responsible for what has been done.

'S' Support – the person who provides support during the implementation of the process.

'C' Consulted – the person who can provide valuable advice or consultation for the process.

'I' Informed – the person who should be informed about the process.

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