

## POLICY: TRAINERS AND ASSESSORS

<b>POLICY NUMBER:</b>	EIT01.5	<b>VERSION:</b>	1.0
<b>DATE ADOPTED:</b>	1 September 2015	<b>DATE LAST REVIEWED:</b>	
<b>DATE OF NEXT REVIEW:</b>	1 September 2016	<b>REVIEW FREQUENCY:</b>	Annually
<b>AUTHORISED BY:</b>	Academic Board	<b>REVIEWED BY:</b>	CEO
<b>POLICY OWNER</b>	CEO		
<b>RESPONSIBLE FOR REVIEW:</b>	CEO, E-Learning Manager, Accreditation Manager		
<b>REVIEW PROCESS:</b>	Chief Executive Officer CEO, E-Learning Manager, Accreditation Manager, E-Learning Coordinators		
<b>DOCUMENT MANAGEMENT:</b>	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures		
<b>COMMUNICATION</b>	<p>All relevant staff will be automatically notified by email when the reviewed policy has been authorized.</p> <p>Staff will also be notified in the fortnightly team meetings and in the E-Learning team meetings. All meetings will be minuted.</p>		
<b>Policy context:</b> This policy relates to:			
<b>STANDARDS FOR RTOS 2015</b>	Standard 1 - Clauses 1.13-1.20		
<b>LEGISLATION OR OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>National Vocational Education and Training Regulator Act 2011</li> <li>VET Quality Framework</li> </ul>		
<b>OTHER POLICIES</b>	<p>All EIT Overarching and Supplementary Policies</p> <p><i>Note: All EIT policies can be found in W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedure</i></p>		
<b>FORMS AND OTHER DOCUMENTS</b>	<p>Curriculum vitae</p> <p>Training and Assessment Matrix</p> <p>Copies of Certified Qualifications</p> <p>Copies of Professional Development Certification</p>		
<b>DEFINITIONS</b>	<p>Refer to EIT VET Glossary of Terms</p> <p>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</p>		
<b>EVIDENCE</b>	See Internal EIT folders for locations of the above "Forms and Other		

	Documents”
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**Policy Information:**

<b>POLICY</b>	<p><b>EIT’s Training and Assessment is delivered only by persons who:</b></p> <ul style="list-style-type: none"> <li>• <b>have training and assessment qualifications as prescribed in the Standards for RTOs. When individuals are engaged who aren’t trainers and assessors they will work under the supervision of a trainer and will not determine assessment decisions.</b></li> <li>• <b>have vocational competencies at least to the level being delivered and assessed;</b></li> <li>• <b>have current industry skills directly relevant to the training and assessment being provided;</b></li> <li>• <b>have current knowledge and skills in vocational training and learning that informs their training and assessment</b></li> </ul>
<b>SCOPE</b>	This policy applies to all staff involved in training and assessment.
<b>PROCEDURES</b>	<p>EIT will achieve this policy by ensuring those involved in:</p> <ul style="list-style-type: none"> <li>• delivering training and assessment hold a minimum of: <ul style="list-style-type: none"> <li>○ TAE40110 Certificate IV in Training and Assessment or its successor; or</li> <li>○ A diploma or higher-level qualification in adult education.</li> </ul> </li> <li>• conducting assessment only hold a minimum of: <ul style="list-style-type: none"> <li>○ TAE40110 Certificate IV in Training and Assessment or its successor;</li> <li>○ A diploma or higher level qualification in adult education; or TAESS00001 Assessor Skill Set or its successor.</li> </ul> </li> <li>• conducting training, who are <b>not</b> qualified trainers or assessors, will: <ul style="list-style-type: none"> <li>○ work under the supervision of a qualified trainer;</li> <li>○ not determine assessment outcomes;</li> <li>○ hold one of the following skill sets: <ul style="list-style-type: none"> <li>▪ TAESS00007 Enterprise Trainer—Presenting Skill Set or its successor or</li> <li>▪ TAESS00008 Enterprise Trainer—Mentoring Skill Set or its successor</li> <li>▪ TAESS00003—Enterprise Trainer and Assessor Skill Set or its successor;</li> </ul> </li> <li>○ have vocational competencies at least to the level being delivered and assessed; and</li> <li>○ have current industry skills directly relevant to the training and assessment being provided.</li> </ul> </li> <li>• delivering of training and assessment have relevant and current industry skills and knowledge that relate directly to the training and/or assessment being undertaken</li> </ul>

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	<ul style="list-style-type: none"><li>• training and assessment undertake sufficient professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment to maintain current knowledge and skills.</li></ul> <p>EIT will determine and put in place:</p> <ul style="list-style-type: none"><li>• the level of the supervision required;</li><li>• any requirements, conditions or restrictions considered necessary on the individual's involvement in the provision of training and collection of assessment evidence; and</li><li>• assurance that trainers providing supervision monitor and are accountable for all training provision and collection of assessment evidence by the individual under their supervision.</li></ul> <p>EIT will enhance the effectiveness of its trainers by:</p> <ul style="list-style-type: none"><li>• encouraging the scholarship of learning and teaching and the linkage between research and teaching</li><li>• recognising and rewarding excellent teaching and teaching support</li><li>• providing and maintaining resources and facilities to support learning and teaching</li><li>• developing educational technologies and learning environments to support learning and teaching ensuring access to ongoing training and development opportunities for staff in order to further improve academic performance in the area of learning and teaching</li></ul>
<b>PROCESS</b>	

END OF DOCUMENT