TRAINERS AND ASSESSORS POLICY

POLICY NUMBER:	EIT01.5	VERSION:	5.0
DATE ADOPTED:	7 December 2020	DATE LAST REVIEWED:	16 March 2022
DATE OF NEXT REVIEW:	16 March 2025	REVIEW FREQUENCY:	3 Years
AUTHORISED BY:	Academic Board	REVIEWED BY:	VET College Manager, Accreditation & Compliance Manager
POLICY OWNER	VET College Manager		
DOCUMENT MANAGEMENT:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures		
COMMUNICATION	All relevant staff will be automatically notified by email when the reviewed policy has been authorised. Staff will also be notified in regular team meetings. All meetings will be minuted.		

Policy context: This policy relates to:	
STANDARDS FOR RTOs 2015	Standard 1 – Clauses 1.13-1.20
LEGISLATION OR OTHER REQUIREMENTS	• *National Vocational Education and Training Regulator Act 2011.* • VET Quality Framework (link to ASQA's outline of the Framework).
OTHER POLICIES	All EIT Overarching and Supplementary Policies *Note: All EIT policies can be found in W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures*
FORMS AND OTHER DOCUMENTS	• Trainer Curriculum Vitae (CV) • Instructor and Assessor Contracts • Staff Matrices • Trainer and Assessor Competency Maps (TACMs)
DEFINITIONS	Refer to EIT VET Glossary of Terms – https://www.eit.edu.au/about/policies-procedures/
EVIDENCE	See Internal EIT folders for locations of the above "Forms and Other Documents".

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Policy Information:	
POLICY	**EIT's Training and Assessment is delivered only by persons who:** • **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.** • **have vocational competencies at least to the level being delivered and assessed;** • **have current industry skills directly relevant to the training and assessment being provided;** • **have current knowledge and skills in vocational training and learning that informs their training and assessment**
SCOPE	This policy applies to all staff involved in VET training and assessment.

PROCEDURES	EIT will achieve this policy by ensuring those involved in:
	
	• delivering training and assessment hold a minimum of:
	   o TAE40116 Certificate IV in Training and Assessment or its successor; or
	   o A diploma or higher-level qualification in adult education.
	
	• conducting assessment only hold a minimum of:
	   o TAE40116 Certificate IV in Training and Assessment or its successor;
	   o A diploma or higher level qualification in adult education; or
	     TAESS00011 Assessor Skill Set or its successor.
	
	• conducting training, who are **not** qualified trainers or assessors, will:
	   o work under the supervision of a qualified trainer;
	   o not determine assessment outcomes;
	   o hold one of the following skill sets:
	       ▪ **TAESS00011** Assessor Skill Set
	   or its successor or
	
	       ▪ TAESS00014 Enterprise Trainer or its successor
	       ▪ TAESS0000l**5**—Enterprise Trainer and Assessor Skill Set or its successor;
	   o have vocational competencies at least to the level being delivered and assessed; and
	   o have current industry skills directly relevant to the training and assessment being provided.
	
	• delivering of training and assessment have relevant and current industry skills and knowledge that relate directly to the training and/or assessment being undertaken
	
	• 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.

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EIT will determine and put in place:
- the level of the supervision required;
- any requirements, conditions or restrictions considered necessary on the individual's involvement in the provision of training and collection of assessment evidence; and
- assurance that trainers providing supervision monitor and are accountable for all training provision and collection of assessment evidence by the individual under their supervision.

EIT will enhance the effectiveness of its trainers by:
- encouraging the scholarship of learning and teaching and the linkage between research and teaching
- recognising and rewarding excellent teaching and teaching support
- providing and maintaining resources and facilities to support learning and teaching

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

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