

1. Purpose

To ensure that Beelmo Pty Ltd Essential Business Training - RTO 91492 has a process in place to hire only suitably qualified and experienced trainer & assessors and to support trainer and assessors in maintaining their currency and competency.

2. Policy Statement

The RTO is committed to providing quality training and assessment products and services in compliance with the Standards for Registered Training Organisations (RTOs) 2015.

The owners of the RTO believe that the quality of Trainer and Assessors determines the quality of training and assessment provided by the RTO. Good Trainer and Assessors are essential to providing quality products and services. The RTO and its owners are dedicated to sourcing, upskilling and developing the best trainers in industry as part of their commitment to providing the best training in industry.

3. Compliance

This procedure relates to the following Standards: 1.13-1.16.

4. Scope

This procedure is designed to ensure only competent and current trainers and assessors deliver and assess for the RTO.

Quality Advisor (QA) is responsible maintaining the policy and providing advice and review on trainers' competency and currency and providing regular professional development opportunities, scheduling to be coordinated with Operations.

RTO Manager is responsible for performance management of staff who are identified as not conforming to the procedure.

Trainer and Assessors are responsible for ensuring that they provide ongoing evidence of competency and currency to the RTO and participating in professional development as requested.

This procedure is designed to be read in conjunction with the

- Critical Incident and Learner Support Procedure (outlines how learner needs are identified, and assessments can be adapted to meet individual learner requirements)
- Complaints and Appeals Procedure (outlines how learners can challenge assessment decision outcomes)
- Effective Assessment and Validation Policy and Procedure (how assessment and validation are undertaken and recorded by the RTO)

5. Procedure

Recruitment

Prior to recruitment, all trainers and assessors must provide evidence that they hold;

- current or equivalent versions of the units that they intend to teach (where gaps exist, the RTO will negotiate a plan to address the gaps);
- currency for the units that they intend to teach (this may initially be via a CV and training matrix, but upon employment will need to provide full evidence);
- TAE credentials which meet the RTO Standards specified in Item 2 or Item 3 of Schedule 1;
 - As of 30 June 2019, your trainers and assessors must hold:
 - TAE40116 Certificate IV in Training and Assessment OR its successor
 - OR
 - TAE40110 Certificate IV in Training and Assessment plus the following units:
 - TAELLN411 (or its successor) or TAELLN401A, and
 - TAEASS502 (or its successor) or TAEASS502A or TAEASS502B
 - OR
 - a diploma or higher-level qualification in adult education. (Suitability and currency to be confirmed by the Quality Advisor) Examples include;
 - Associate Degree of Vocational Education and Training
 - Bachelor of Adult and Vocational Education
 - Graduate Diploma in Adult and Vocational Education and Training
 - Graduate Diploma of Adult Language, Literacy and Numeracy
 - Master of Education degree with an adult education focus
 - CASR Part 61 Flight or Simulator Instructor
 - Army Recruit Instructor.
- have recently undertaken professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment. (Where this has not been undertaken or cannot be evidenced, this will be provided by the RTO)

All Trainer and Assessors once confirmed that they have the competencies and currency, or a plan to achieve this prior to delivery, will likely undertake assessments to determine DiSC profile and current level of VET knowledge.

All Trainers and Assessors will meet with the Directors prior to final confirmation and appointment.

Validating Trainer and Assessor Competencies

All competencies, such as AQF documentation will be validated by the RTO, the means to validate credentials include but are not limited to;

- confirming via a QR code (note to be made on file, QR validated); OR
- validated through provision of an original or original electronic version of a USI transcript (USI transcript to be retained on file); OR
- calling the issuing RTO to confirm qualification was issued (note to be made of date of the call, note that not all RTOs will release this information over the phone); OR
- emailing the issuing RTO to confirm and receiving email from RTO to confirm (copy of email to be retained).

Maintaining Industry Currency

All trainer and assessors are ultimately responsible for maintaining their industry currency as reflected in their job position description and under the RTO Standards. The RTO will support trainer and assessors and assist in the planning and scheduling of industry currency activities. Where staff are full time employed with the RTO, opportunities to return to work or update qualifications may be supported, organised or paid for by the RTO upon negotiation with the Directors.

Understanding of Currency: Currency in skills will depend on the industry area. Some examples of how trainers and assessors can demonstrate current industry skills include:

- volunteering or working part-time in the industry area- preferred method
- undertaking accredited training relevant to the industry area- preferred method
- belonging to industry associations
- engaging with industry (for example, through discussions with employers or attending industry networking events)
- reading industry journals and subscriptions
- staying informed about changes to technology
- keeping up to date with changes to legislation

Delivering training and assessment in a workplace **does not constitute** the development of current industry skills. However, attending a workplace to experience the latest techniques, processes and resources could contribute to the demonstration of current industry skills.

All evidence of industry currency should be updated by the trainer to your trainer profile on aXcelerate. For guidance on how to do this, please refer to supporting documentation.

Based on industry consultations, the following currency periods apply across the following industry areas on scope with the RTO, this is based on extensive industry consultation, and from time to time, this table is subject to change. Please note that evidence of industry currency must be maintained against every unit of competency being delivered.

Training Package	Industry Area	Currency Period
BSB	Business, Leadership & Management	5 years
BSB	Marketing, Sales, Promotion, IT	12 months
BSB	Work Health and Safety	2 years
CPC	Construction	5 years
RII	Civil Construction and Mining	5 years
SIT	Hospitality	5 years

Maintaining VET Currency

All trainer and assessors, regardless of employment status (full time, part time, casual, contract and third party) will be provided with multiple opportunities throughout the year to participate in VET professional development at no charge, this includes but is not limited to:

- online internal professional development;
- face to face professional development (offered at limited locations, trainer travel may be required);
- opportunities to participate in external professional development through organisations such as Velg Training, ASQA, TAC, ITECA, etc.
- the requirement to participate in small group validation sessions.

Trainers who are employed under employment contracts must participate in the sessions they are scheduled in, contract, casual and third-party trainers must participate in at least one internal professional development per year OR must have a PD plan approved by the Quality Advisor and Directors in advance., for example, if a trainer was updating to a Diploma of VET, this would be acceptable as external approved VET PD.

Should a Trainer and Assessor repeatedly fail their validations or be identified by admin and operations as repeatedly not meeting assessment evidence standards, they may be required to undertake additional professional development and assessment training as part of their Performance Management Plan.

6. Policy Review

This policy will be reviewed each year and as a standing item, include details of the date it was reviewed and any changes.

- November 2022 – Initial creation

Policy Additions or Amendments

Separate to the mandated annual review, the policy may be varied at any time due to legislative changes or to fall in line with widely accepted best practices in the workplace. In the event of any changes, the policy will be updated, and relevant stakeholders advised.

<NAME> (Position)