

# POLICY

## TRAINER COMPETENCY

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## Contents

|    |  |   |
|----|--|---|
| 1. | Purpose .....                                  | 2 |
| 2. | Scope.....                                     | 2 |
| 3. | Policy Statement.....                          | 2 |
| 4. | Procedures .....                               | 4 |
| 5. | Responsibilities.....                          | 4 |
|    | <b>Compliance, monitoring and review</b> ..... | 4 |
|    | <b>Reporting</b> .....                         | 4 |
|    | <b>Records management</b> .....                | 4 |
| 6. | Definitions.....                               | 4 |
|    | <b>Terms and definitions</b> .....             | 4 |
| 7. | Related Legislation & Documents .....          | 4 |
| 8. | Feedback .....                                 | 5 |
| 9. | Approval and Review Details.....               | 5 |

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### 1. Purpose

- 1.1 The purpose of this Policy is to ensure Allens Training maintains compliance against Standards for Registered Training Organisations (RTOs) Clause 1.1,1.2,1.4, 1.5, 1.6, 1.13 – 1.16.
- 1.2 To ensure training reflects current industry practice and valid assessment, Allens Training Pty Ltd require all trainers and assessors to hold the required qualifications and experience as well as maintain the currency of their skills and knowledge in their industry area and in vocational education and training (VET).

### 2. Scope

- 2.1 This policy relates to Allens Training PTY Ltd RTO 90909, its trainers and assessors and employed staff. It includes any third party providing services on behalf of the RTO, including their trainers and assessors and administration staff.

### 3. Policy Statement

- 3.1 Allens Training Pty Ltd as a Registered Training Organisation is required to retain evidence that all trainers and assessors delivering courses on their behalf have the required qualifications.
- 3.2 In addition to the requirements specified in RTO Standard 1, Clause 1.14 and clause 1.15, the RTO's training and assessment is delivered only by persons who have:
  - a) vocational competencies at least to the level being delivered and assessed
  - b) current industry skills directly relevant to the training and assessment being provided
  - c) current knowledge and skills in vocational training and learning that informs their training and assessment.
- 3.3 Trainers and assessors are required to meet specific training package requirements and/or licensing requirements if stated in the training package.

- 3.4 Trainers and assessors are required to read, understand and follow the RTOs Policies and Procedures and course Facilitator Guides for each training product they deliver and assess.
- 3.5 Trainers and assessors are required to undertake professional development in the areas of knowledge and practice of vocational training as well as learning and assessment including competency based training and assessment.
- 3.6 To ensure training reflects current industry practice and valid assessment, trainers and assessors must maintain the currency of their skills and knowledge in the industry areas in which they deliver. Currency will be specific as mandated by a training package or licencing requirements.
- 3.7 Trainers and assessors are required to demonstrate to Allens Training on a yearly basis how they have maintained, upgraded or developed new skills relevant to current industry needs. Evidence showing trainers' and assessors' industry skills can take many forms. Currency in skills will depend on the specific industry area and a record of industry currency activities will be maintained in the Trainer Portal Currency Notes Tab.
- 3.8 Examples of how trainers and assessors can demonstrate current industry skills include, but are not limited to:
- Completing Allens Training professional development online courses
  - Attending scheduled Allens training trainer reaccreditation and development days
  - Volunteering or working part-time in the industry area in which courses are delivered
  - Undertaking accredited training relevant to the industry area i.e upgrading their first aid certificate
  - 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.
- 3.9 Delivering training and assessment in a workplace does not constitute the development of current industry skills and will not be accepted as evidence of maintaining industry currency. However, attending a workplace to experience the latest techniques, processes and resources could contribute to the demonstration of current industry skills.
- 3.10 Trainers and assessors will be responsible for maintaining their ongoing VET and industry professional development and currency. Evidence relating to professional development and currency is maintained in the Trainer Portal.
- 3.11 Trainers and Assessors must submit an Annual Trainer PD Report in the areas of:
- PD VET Knowledge
  - PD Training Skills
  - PD and Currency for each course category delivered e.g. First Aid
- 3.12 Where an industry is defined as high risk, rapidly or significantly changing on a regular basis, then industry currency requirements will be defined by industry trends and standards and determined by Allens Training senior management.
- 3.13 The knowledge and skills of trainers and assessors required for each training product delivered on behalf of Allens Training Pty Ltd will be informed by industry and documented through industry consultation and engagement process in Training Desk.

## 4. Procedures

Trainer and Assessor procedures are maintained in Training Desk User Manual.

## 5. Responsibilities

### Compliance, monitoring and review

- 5.1 The General Manager of Regulatory Compliance is responsible for implementing, reviewing, monitoring and ensuring compliance with this policy.
- 5.2 Compliance is responsible for the annual review and approval of Trainer PD Reports.

### Reporting

- 5.3 No additional reporting is required.

### Records management

- 5.4 All trainer professional development and industry currency records and supporting evidence must be maintained in Training Desk relevant to administering this policy securely.

## 6. Definitions

### Terms and definitions

**Industry currency** activities can include, but are not limited to:

- industry placement, work experience or volunteer work
- conducting regular training and assessment in a highly regulated industry workplace environment
- concurrent employment in industry and the RTO
- attending conferences, professional workshops and industry specific development programs
- attending professional development activities run by industry skills alliances
- industry specialist visits, industry site visits and study tours
- undertaking specific training courses in new equipment or skill sets
- work shadowing; and
- fulfilling industry licensing or regulatory requirements.

**Professional development** means activities that develop and/or maintain an individual's skills, knowledge and expertise and other characteristics as a trainer or assessor. This includes both formal and informal activities that encompass vocational competence, currency of industry skills and knowledge and practice of vocational training, learning and assessment, including competency-based training and assessment.

## 7. Related Legislation & Documents

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[National Vocational Education and Training Regulator Act 2011](#)

[Fact Sheet – Meeting Trainer and Assessor Requirements](#)

## 8. Feedback

8.1 Feedback about this document can be emailed to [compliance@allenstraining.com.au](mailto:compliance@allenstraining.com.au).

## 9. Approval and Review Details

| Approval Authority |                |                | Review Date                                 |
|--------------------|----------------|----------------|---|
| CEO                |                |                | June and December of each year              |
| Version            | Effective Date | Author(s)      | Description                                 |
| Draft              | Draft          | Ferne Robinson | Initial draft for review by Management Team |
| V1                 | 13.09.22       | Ferne Robinson | V1  |