

POLICY & PROCEDURE

TRAINER PD & CURRENCY

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1. Purpose

- 1.1 Allens Training Pty Ltd ensures that all their trainers and assessors undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment.
- 1.2 Professional development will be undertaken in line with the Standards for Registered Training Organisations (RTOs) 2015 and Allens Training Pty Ltd policy for undertaking annual trainer PD and currency programs and activities.
- 1.3 This policy outlines Allens Training policy and procedures in relation to:
 - a. Ensuring that all VET trainer and assessors have the qualifications, competencies and industry currency as required by the Australian Skills Quality authority (ASQA) under the Standards for Registered Training Organisations;
 - b. VET Trainers and Assessors undertaking professional development in vocational training, learning and assessment;
 - c. Confirming, documenting and retaining evidence of qualifications and competencies for all VET trainers and assessors delivering training products on behalf of Allens Training.

2. Scope

- 2.1 This policy relates to Allens Training Pty Ltd RTO 90909, its VET trainers and assessors and employed staff including training and assessors engaged through third party arrangements, delivering VET training products on behalf of Allens Training Pty Ltd.

3. Policy Statement

- 3.1 Professional Development and industry currency is a key requirement of RTO registration and the delivery of Nationally Recognised Training. All Trainers who deliver training on behalf of Allens Training are required to complete regular PD and currency activity to ensure their trainer skills and knowledge remain reflective of current industry skills.
- 3.2 All approved trainers and assessors are required to contribute their details relevant to professional development and currency upon commencement with Allens Training and:
- a. are responsible for undertaking VET and industry related professional development activities as an ongoing requirement;
 - b. must regularly engage with a range of industry employers and industry organisations or individuals to maintain relevant currency related to the course types being delivered; and
 - c. must submit a PD Report annually through their Training Desk Portal.
- 3.3 Allens Training PD reporting requirements are scheduled as follows:

Report	Activity	Period	Due Date	Records
Industry Currency Records	Record of industry currency related activities relevant to each course category	Ongoing	31st March each year Note: Currency notes are submitted by the due date for the 12 months period prior e.g. January to December 2019 submitted by 31 March 2020	Currency records to be maintained as they occur with final currency notes for the year to be provided with PD Report submitted on 31st March.
Professional Development (PD) Report	VET and Vocational Industry related PD activities, workshops or programs relevant to course category	Annually	31st March each year Note: Annual Professional Development Reports are made active 1st July each year for submission by the 31st March the following year.	PD programs and courses developed and provided by Allens Training and undertaken by the Trainer as a student in Training Desk

- 3.4 At a minimum, it is a requirement that all training and assessment staff undertake as a minimum, structured professional development courses developed and provided by Allens Training for each category below:
1. Mandatory for all trainer and assessment staff:
 - PD Training Skills
 - PD VET Knowledge
 2. Trainers will only complete PD courses within the categories they deliver:
 - First Aid Category
 - Construction, Industry or Resources Category
 - Fire and Emergency Category
 - Healthy and Safety
 - Home and Community Care
 - Anaphylaxis
 - Water Rescue

3.5 Further professional development activities should be undertaken by training and assessment staff throughout the year in addition to Allens Training mandatory PD requirements. Examples would typically include, but not be limited to the following:

Professional Development Area	Timeframes	Example Evidence
VET professional development – <ul style="list-style-type: none"> • VELG webinars • Workshops • ASQA updates and newsletters • NCVET 	Ongoing	Statements of Attendance Email registrations Currency comments relevant to an event and PD benefits to individual as trainer
Vocational/Industry related Professional development – subscription to industry newsletters, industry expos, events and/or product releases, legislative changes, ARC, First Aid, ASCIA, ACEQA, Mining or Industry related news releases	Ongoing	Record of attendance, registrations, networks, association membership, publications Email communications Currency comments relevant to an event and PD benefits to individual as trainer
Industry consultation and engagement	Ongoing	Industry Consultation Records Emails, correspondence, surveys, notes, feedback forms
Self-directed professional development e.g. sitting on Boards, local industry associations, attending forums, memberships. Workshops, conferences	Ongoing	Copies of registrations, subscriptions, Certificates or Statements of Attendance, industry sign off
Validation Activities – participate in or lead validation activities.	As occurs	Validation Attendance Form Validation attendance signature Communications or validation records
Internal Workshops/Professional Development activities – participate in pre-validation and course development activities, actively work with other staff to develop skills and knowledge, receive feedback for continual improvement.	As occurs	Communication emails
Undertaking and completion of specific unit/s of competency directly related to vocational area of delivery	As directed	Statement of Attainment for completed units of competency
Volunteer or paid shifts within the industry area relevant to competencies being delivered e.g. Workplace first aid officer records, shifts, emergency response teams, SES Rural volunteer or rostered shifts, Paramedic or Ambulance Service shifts	As occurs	Statement of service, pay slip or other evidence to indicate shifts or activities undertaken
Networking and engaging with other trainers, partners on the Training Desk Forum	Ongoing	Evidence of engaging with the Forum relevant to training products delivered
Trainer Peer Reviews	Annually or as required	Trainer Peer Review Report – Training Desk. Engaging with industry colleagues to conduct a peer review on their training sessions
Audit Activities	Ongoing	Participating in Audit activities – internal or external relevant to role or training products being delivered
Workplace visits	Ongoing	Record of workplace attendance and engaging with industry relevant to equipment, technical or industry related subjects in line with scope of training delivery
Professional registrations	Annually	AHPRA professional registration or other type registration
Mandated training relevant to training package or course type.	Mandatory	ASCIA e-training (various) RMOAP

- 3.6 It is the responsibility of each trainer and assessor to maintain currency of their vocational qualifications in line with the Standards for RTOs, Training Packages and Industry requirements.
- 3.7 Allens Training Pty Ltd offer regular re-accreditation days for Trainers to attend for the purpose of renewing their vocational competencies relevant to the training products they deliver. Trainers who do not attend these scheduled days are required to undertake re-accreditation of their qualifications with an external provider.
- 3.8 Some Training Packages specify the type of industry experience deemed current and appropriate and a minimum duration for that experience. Verified types of industry experience may be suitable as demonstrable vocational competence, depending on the rules within the relevant Training Package.
- 3.9 Allens Training Pty Ltd take appropriate steps to verify information presented by trainers and assessors. Evidence may be kept as to how the information was appropriately verified. This may include:
- a. contacting the provider named on the person's evidence (including qualifications) to confirm that the document is genuine;
 - b. trainer and assessor USI records; and
 - c. conducting referee checks at the time of employment to confirm relevant industry experience.
- 3.10 All records and supporting evidence relevant to our approved trainers and assessor's professional practice are maintained in Training Desk. Each trainer has a full trainer profile unique to them as an approved trainer and is used for the collation and recording of all evidence and decisions relevant to their scope of delivery.
- 3.11 Allens Training continually monitor the quality, relevance and currency of a trainer and assessor's profile and conduct an annual review of each trainer and assessor or sooner where required.
- 3.12 Allens Training Trainer Matrix is a live document generated through Training Desk. At the point of generation and printing, the Trainer Matrix is an accurate reflection of a trainer's current status in relation to their professional practice as a trainer and assessor, industry skills and vocational competencies. The Trainer Matrix contains:
- Trainer Details
 - Qualifications and competency records
 - Work History and professional registrations
 - Trainers Working with Children Check
 - Trainer's referees and references
 - USI Transcript records
 - Delivery Scope and supporting evidence
 - Currency information
 - Record of Professional Development
- 3.13 Trainers who do not successfully maintain their professional development and currency obligations or fail to complete and submit their annual PD Report in Training Desk by the due date will be suspended and unable to deliver training on behalf of Allens Training Pty Ltd.

4. Procedures

- 4.1 All trainers and assessors delivering training products on behalf of Allens Training are required to contribute to the professional development and industry currency requirements as stipulated by the Standards for Registered Training Organisations (RTOs) and Allens Training Pty Ltd as described in this policy.
- 4.2 Recording of industry currency activities or events can be recorded in the Trainer's Training Desk Profile as they occur. A record of all industry currency events or activities completed within a training year (January to December) must be completed and submitted by the 31st March the following year. Failure to meet this deadline will result in suspension.

4.3 The Third Party Compliance Team will conduct the following monitoring activities:

- Annual review of each trainer and assessor – full review
- Spot check as required i.e. survey feedback received, compliance hub alert generated for expired competency, working with children check, qualification or where there is a change in Training Package requirements
- Monitoring and reviewing annual PD Report submissions

4.4 Any concerns, findings or feedback resulting from monitoring activities detailed in this Policy will be escalated to the Third Party Compliance Manager or General Manager Regulatory Compliance and raised with the Senior Management Team at the next meeting.

5. Responsibilities

5.1 The General Manager Regulatory Compliance is responsible for the implementation and management of Trainer PD and currency requirements and will be responsible to keep the CEO informed throughout the process.

Compliance, monitoring and review

5.2 The General Manager of Regulatory Compliance is responsible for implementing, reviewing, monitoring, and ensuring compliance with this policy.

Compliance Hub Alerts

5.3 Training Desk Compliance Hub Alert tool is an efficient compliance monitoring tool utilised by Allens Training to monitor and manage all trainer and assessors qualifications, industry skills and currency, professional development status and any specific requirements relevant to the training products being delivered.

5.4 The Training Desk Compliance Alerts and monitoring tools in place for monitoring and managing trainers are as follows:

- Trainer application to add a training product (scope item);
- Trainer delivery of training suspended;
- Expiring Trainer Child Check;
- Trainer Profile Review due;
- Trainer Audit Report submitted;
- Trainer not linked to a current third party;
- Trainer qualification or competency expiry;
- Manual Compliance Hub Alerts
- Trainer Annual PD Reports - Pending, Submitted, Overdue or Rejected for rectification;
- Student Surveys (satisfied/not satisfied – Trainer Satisfaction ratings);
- Trainer Delivery Audits;
- Trainer Evidence Verification

Reporting

5.5 No additional reporting is required.

Records management

5.6 Employees must maintain all records in Training Desk relevant to administering this policy securely.

6. Definitions

Terms and definitions

Current Industry Skills – these are the knowledge, skills and experience required by VET trainers and assessors to ensure that their training and assessment is based on current industry practices and meets the needs of industry.

Current industry skills may be informed by consultations with industry and may include, but are not limited to:

- Having knowledge of and/or experience using the latest techniques and processes
- Possessing a high level of product knowledge
- Understanding and knowledge of legislation relevant to the industry and to employment and workplaces
- Technical skills relevant to a training package requirement
- Possessing formal industry and training qualifications and maintaining currency in those competencies
- Training content that reflects current industry practice

Professional Development – These are the activities undertaken to develop and/or maintain an individual's skills, knowledge, expertise and other characteristics as a trainer or assessor. This includes both formal and informal activities that encompass vocational competencies, currency of industry skills and knowledge and practice of vocational training, learning and assessment, including competency based training and assessment.

Examples of professional development activities include:

- Participation in courses, workshops, seminars, conferences, or formal learning programs;
- Participation in mentoring. Professional associations or other learning networks;
- Personal development through individual research or reading of relevant publications or other information;
- Participation in Validation activities; and
- Participation in industry release schemes or workplace engagement relevant to the training products.

Vocational competency – This is defined as broad industry knowledge and experience, usually combined with a relevant industry qualification. A person who has vocational competency, will be familiar with the content of the vocation and will have relevant current experience in the industry. Vocational competency must be considered on an industry by industry basis and with reference to any guidance provided in the relevant training product.

Vocational competency in VET – Trainers and Assessors are required to keep their knowledge of the VET system current including the VET training and assessment practice.

7. Related Legislation & Documents

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

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

[ASQA Fact Sheet – Currency of Industry Skills](#)

8. Feedback

8.1 Feedback about this document can be emailed to compliance@allenstraining.com.au.

9. Approval and Review Details

Approval Authority			Next Review Date
CEO			June and December of each year
Version	Effective Date	Author(s)	Description
Draft	11.10.2022	Ferne Robinson	Initial draft for review and approval by Senior Management
V1	06.11.2022	Ferne Robinson	Version 1

