

Policy & Procedure 16 – Trainers & Assessors

Relates to standards:	1.3, 1.13 – 1.24 Standards for Registered Training Organisations (RTOs) 2015
Applicable to:	Learners, employers, community, industry, the Australian Skills Quality Authority, Skills Canberra, Training Services NSW and the ACT Training Fund Authority. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors.
Referenced documents:	Policy & Procedure 7 – Access, Equity & Diversity Policy & Procedure 8 – Vulnerable People
Monitor and review:	In accordance with: Policy & Procedure 18 – Quality Management
Responsibility:	Ben Murphy – as Proprietor / Chief Executive
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Table of Contents

1. Policy Objective.....	1
2. Policy.....	2
Training and assessment qualifications.....	2
Working With Vulnerable People registration.....	2
Electrical trade licence and qualifications.....	2
Electrical trade experience.....	2
Professional Development.....	2
3. Procedures.....	2
Provide equal opportunities to learn and treat learners with courtesy and dignity.....	2
Demonstrate a commitment to training and assessment.....	3
Work within the limit of professional expertise.....	3
Maintain objectivity in relationships with learners.....	3
Maintain professional relationships with learners.....	3
Documentation on class rolls.....	3
Storage of evidence of suitability to be trainer/assessor.....	3
4. Version Control.....	3

1. Policy Objective

To meet the requirements of *Standards for Registered Training Organisations (RTOs) 2015*

We ensure:

- trainers and assessors maintain currency of their skills and knowledge, in their industry area and in vocational education and training.
- ensure trainers and assessors uphold professional conduct, personal conduct and professional competence

expected of a trainer and assessor based on the values of integrity, respect, responsibility.

- ensure learners and employers understand their rights and how they will be treated at our technical college.

2. Policy

Training and assessment qualifications

Trainers and assessors have a Certificate IV in Training and Assessment - TAE40110 or a qualification in Adult Education at a diploma level or above.

An individual may provide training services, under supervision, if they hold: TAESS00007 Enterprise Trainer – Presenting Skill Set. No Competency assessment decisions or work place assessments are carried out by individuals under such supervision.

Working With Vulnerable People registration

All Trainers and Assessors engaged at our technical college are required to maintain Working With Vulnerable People (WWVP) registration in accordance with Policy & Procedure 8 – Vulnerable People.

Electrical trade licence and qualifications

Trainers and assessors will be licensed electricians who have gained a Certificate III in Electrotechnology Electrician - UEE30811, UEE30807, UEE30806 or UTE31199.

Trainers and assessors who do not hold the above qualification or an electrical licence may provide training and assessment services, where significant experience in relation to the content of the unit of Competency can be demonstrated. No Competency assessment decisions or work place assessments are carried out by individuals who do not hold the above qualification or an electrical licence.

Electrical trade experience

Trainers and assessors;

- must be able to demonstrate current industry skills and knowledge.
- preferably have at least five years full time equivalent experience as qualified tradesperson.
- preferably have worked full time as a qualified tradesperson no more than five years ago.
- preferably are experience in commercial, domestic, industrial and maintenance electrical work.

Professional Development

Trainers and assessors are required to maintain currency in their trade qualifications and training and assessment capability.

Trainers and Assessors are also required to engage in Professional Development.

Currently two of our trainers are studying a Diploma in Electrical Engineering and our other three trainers are due to have their Professional Development reviewed and actioned at our next trainer meeting in July.

3. Procedures

Provide equal opportunities to learn and treat learners with courtesy and dignity

In accordance with: Policy & Procedure 7 – Access, Equity & Diversity

Demonstrate a commitment to training and assessment

Trainers and assessors are required to demonstrate a commitment to training and assessment including:

- Catering to individual's needs and abilities.
- Having high expectations.
- Maintaining a safe and challenging learning environment.
- Considering all viewpoints fairly.
- Communicating well and appropriately.
- Taking appropriate actions when responding to concerns.
- Accepting professional responsibility for the provision of quality training and assessment.

Work within the limit of professional expertise

Trainers and assessors are required to work within their limit of professional expertise including:

- Knowing their strengths and the limits of their professional expertise.
- Seeking to sustain their physical, mental and emotional capacity to carry out professional responsibilities.
- Being aware of the role of other professionals and agencies and when their students should be referred to others for assistance.
- Being truthful when making statements about their Qualifications and Competencies.

Maintain objectivity in relationships with learners

Trainers and assessors are required to maintain objectivity in relationships with learners including:

- Interact with learners without displaying bias or preference.
- Not behave as a friend or a confidant.
- Make decisions in the learner's best interests.
- Not draw learners into personal agendas.

Maintain professional relationships with learners

Trainers and assessors are required to maintain professional relationships with learners including:

- Not violate or compromise their position of influence or trust as per Policy & Procedure 8 – Vulnerable People
- Maintain boundaries to relationships.
- Not socialise in a private context.
- Not hold conversations of a personal nature without a valid context.
- Not accepts gifts which could be reasonably perceived as being used to influence or change a decision.

Documentation on class rolls

Trainers and assessors are required to document:

- Class attendance and lateness.
- All conversations made in person, over the phone or in text with employers or apprentices, where the content discussed is training and assessment related or otherwise deemed important.

Storage of evidence of suitability to be trainer/assessor

Trainer licences, qualifications and resume, outlining industry experience, are filed electronically and updated as appropriate, with the details maintained on central Trainer and Assessor Register which summarises the skills and qualifications.

4. Version Control

Version	Date of	Author	Authorised by	Position	Reason for change
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	release				
V1	29/9/2015	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial release
V2	29/2/2016	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Corrected James's Industry Experience Added to procedures Code of conducted Added WWVP section Edited Training and assessment qualifications + Electrical trade licence and qualifications + Electrical trade experience + Section 4 heading Revision after staff consultation prior to release of V2.
V3	27/4/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Changed some future tense to present tense minor wording changes to improve readability. revision after staff consultation prior to release of V3. Added items regarding professional development of T&S contractors. Updated electrical trade experience. Amended P&P references and renumbered according to full P&P review numbering. Added documentation on rolls Moved trainer information to internal document. Updated Professional Development section