

What you need to know – key take outs

ITeC Academy will ensure it has structured approaches to recruit, on-board, professionally develop and actively retain appropriately qualified Trainer/Assessors.

Recruitment will follow the IRT Group relevant policies as listed below and associated procedures.

Professional development will incorporate both Vocational Education and Training (VET) content and industry relevant practices and knowledge to ensure that the RTO Trainer/Assessors maintain strong industry and VET currency.

Always read this policy in conjunction with the related procedures identified below.

<p>Policy principles</p>	<p>At IRT Academy we acknowledge our obligation to ensure that our Trainer/Assessors have the necessary VET and industry experience and competency to appropriately deliver accredited training and assessment services.</p> <p>We also commit to ensuring our support teams and management are trained and skilled to execute their roles in compliance with the Standards for Registered Training Organisations (RTOs) 2015.</p>
<p>Purpose</p>	<p>The purpose of this policy is to ensure that ITeC Academy is equipped with appropriately qualified Trainer/Assessors to deliver on the RTO scope of registration and that their ongoing development is managed and monitored ensuring professional industry currency of skills and knowledge.</p>
<p>Risk statement</p>	<p>IRT and ITeC Academy have a low risk appetite for failing to meet our legislative obligations.</p>
<p>Scope</p>	<p>The scope of this policy covers all ITeC Academy Trainer/Assessors and/or third parties acting on behalf of ITeC Academy.</p>
<p>Related procedure</p>	<p>Full procedures are outlined in the ITeC Academy Procedure Manual Section/s;</p> <ul style="list-style-type: none"> • Employee Information <ul style="list-style-type: none"> ○ On-boarding ○ Trainer Competency Requirements ○ Trainer/Assessor Currency and Professional Development ○ Employee Communication and Information Sharing
<p>Related documents</p>	<ul style="list-style-type: none"> • 2.26 Recruitment: Attraction and Selection Policy • 2.20 Employee Performance Review and Planning Policy • 2.82 Student Behaviour and Disciplinary Policy

	<ul style="list-style-type: none"> • Student Handbook • Trainer Matrix_x course • Trainer Under Supervision Agreement • Training Delivery Peer Review Form • Site Buddy Shift Form • Onboarding Checklist - RTO Trainer - Assessor
Compliance requirements	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for RTOs 2015; <ul style="list-style-type: none"> ○ Standard 1 The RTO’s training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses <ul style="list-style-type: none"> ○ Employing skilled trainers and assessors (Clauses 1.13-1.16) ○ Providing supervision of trainers where needed (Clauses 1.17-1.20) ○ Employing experts to teach trainers and assessors (Clauses 1.22-1.24)
Policy owner	General Manager ITeC Academy
Publish date	October 2024
Content Manager reference number	EDOC2024/0068382

1 Regulatory Standards and relevant legislation

This policy has been written to align with the Standards for RTOs 2015 and other relevant legislation and regulations. The following table explains the link between this policy and the relevant external requirements.

Standard / legislation	What this means
National Vocational Education and Training Regulator Act 2011	<p>The National Vocational Education and Training Regulator Act 2011 is legislation that establishes the Australian Skills Quality Authority (ASQA) as the national regulator for the vocational education and training (VET) sector.</p> <p>ASQA is tasked with ensuring the quality and consistency of VET services across Australia.</p> <p>ASQA has powers to investigate complaints, conduct audits of providers, impose sanctions for non-compliance, and revoke registrations or accreditations where necessary to protect the integrity and quality of the VET sector.</p>
Standards for RTOs 2015	<p>SRTO 1. The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.</p>

ON-BOARDING

The on-boarding program will vary according to the background and circumstances of the employee.

All new employees employed at ITeC Academy are to complete ITeC Academy On-boarding Program as outline in the On-boarding Checklist.

The employee's buddy/supervisor is to complete the On-boarding Checklist and implement each activity as appropriate to the employee's role and level of experience.

At the end of the program the employee will be able to;

- Competently undertake the basic procedures associated with the duties of the job at ITeC Academy
- Input and retrieve basic data from ITeC Academy via the LMS, intranet portal and general computer files of the division
- Use the procedure manual and other ITeC Academy issued Trainer/Assessor guides and kits

- Facilitate competency training and assessment services within ITeC Academy scope of registration and according to the requirements of the Standards for RTOs.

TRAINER COMPETENCY REQUIREMENTS

Competency is defined as an individual's demonstrated capacity to perform a task or skill, the possession of knowledge, skills and personal attributes needed to satisfy the special demands or requirements of a particular situation.

The Trainer/Assessor competency requirements are available on the ASQA website www.asqa.gov.au.

As of 1 July 2019, all ITeC Academy Trainers 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 and;
- be able to demonstrate equivalent vocational competencies at least to the level of those being delivered where vocational competency is defined as broad industry knowledge and experience, usually combined with a relevant industry qualification.

All employees are required to adhere to the IRT Code of Conduct and ITeC Academy Code of Practice and requirements stated within this manual and others relating to Academy and IRT Group operations.

A current Trainer Matrix is to be maintained at all times and also stored in Axcelerate. This document maps individual employees' qualifications and relevant industry experience against each of the Units of Competency delivered within the scope of registration of ITeC Academy.

- **Vocational competence**

Vocational competence is defined as broad industry knowledge and experience, usually combined with a relevant industry qualification. A person who has vocational competence will be familiar with the content of the vocation and will have relevant current experience in the industry.

In determining requirements for vocational competence, ITeC Academy will also have regard to Training Packages which include advice specific to the industry related to the vocational competencies of Trainer/Assessors and Assessors. This may include advice on relevant industry qualifications and experience required for training and assessing.

- **Equivalent vocational competence**

For the purposes of this policy, equivalent competence is defined as a standard of capability, which is equal to, or results in the same workplace performance outcome.

- **Trainer under supervision**

There may be occasions when the RTO decides to engage a Trainer/Assessor under a Trainer under supervision arrangement. This may be while the employee undertakes a qualification or fulfils a requirement for vocational competence and/or the relevant TAE qualification. If this arrangement is to be put in place the Trainer Under Supervision form needs to be completed and the regulatory requirements as stated here; <https://www.asqa.gov.au/guidance-resources/resources-providers/guidance-providers/working-under-supervision> are to be implemented

2 Document Handling and Record Keeping

All documentation relating to the employee recruitment including evidence of relevant qualifications will be kept in the employee’s file according to IRT Group employee records procedures.

Documentation relating to ongoing professional development, industry currency and RTO relevant qualifications will also be kept in the RTO’s Learning Management System.

3 Continuous Improvement

As part of ITeC Academy’s Continuous Improvement Activities including review of employee feedback, the employment experience and results of Trainer/Assessor engagement and support strategies will be reviewed by the RTO Leadership team to determine overall effectiveness of the strategy/s, the requirement for improvement and associated actions.

In practice example:

As part of on-boarding a new Trainer, the RTO Manager has prepared and completed the Onboarding Checklist_RTO Trainer_Assessor. The new Trainer/Assessor has submitted all required documentation and evidence to ensure the Trainer meets the requirements to deliver the assigned accredited training qualification.

4 Roles and responsibilities

Role	Responsibility
Policy Owner – General Manager ITeC Academy	Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor – Compliance Manager	Review operational compliance with policy. Prepare draft policy improvements.
Policy Monitor & Implementation– RTO Manager	Ensure day to day implementation and compliance with policy.
Implementation – All employees	Implement policy procedure requirements as per IRT Academy Procedure Manual and RTO workflows.

5 Definitions

In this Policy, words have the following meaning:

Term	Definition
RTO	Registered Training Organisation
On-board	Period (typically 3 months) where a new Trainer/Assessor is inducted to the organisation and the RTO and undertakes a series of familiarisation activities to support their on-boarding into their role.
Currency	Refers to the recency of industry/VET experience of the Trainer/Assessor.