

## 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.**

<b>Policy principles</b>	<p>At ITeC 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) 2025, Credential Policy and compliance Requirements.</p>
<b>Purpose</b>	<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>
<b>Risk statement</b>	<p>IRT and ITeC Academy have a low-risk appetite for failing to meet our legislative obligations.</p>
<b>Scope</b>	<p>The scope of this policy covers all ITeC Academy Trainer/Assessors and/or third parties acting on behalf of ITeC Academy.</p>
<b>Related procedure</b>	<p>Full procedures are outlined in the ITeC Academy Procedure Manual Section/s;</p> <ul style="list-style-type: none"> <li>• Employee Information <ul style="list-style-type: none"> <li>○ On-boarding</li> <li>○ Trainer Competency Requirements</li> <li>○ Trainer/Assessor Currency and Professional Development</li> <li>○ Employee Communication and Information Sharing</li> </ul> </li> </ul>

<b>Related documents</b>	<ul style="list-style-type: none"> <li>• 2.26 Recruitment: Attraction and Selection Policy</li> <li>• 2.20 Employee Performance Review and Planning Policy</li> <li>• 2.82 Student Behaviour and Disciplinary Policy</li> <li>• Procedure Manual</li> <li>• Student Handbook</li> <li>• Trainer Matrix per course</li> <li>• Trainer Under Supervision Agreement</li> <li>• Training Delivery Peer Review Form</li> <li>• Site Buddy Shift Form</li> <li>• Onboarding Checklist per role</li> </ul>
<b>Compliance requirements</b>	<ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• Credential Policy 2025</li> <li>• Standards for RTOs 2025</li> </ul> <p>Standard 3. VET Workforce</p> <p>Outcome: VET students are trained, assessed and supported by people who are qualified, skilled and committed to professional development.</p> <ul style="list-style-type: none"> <li>○ 3.1 Effective workforce management ensures appropriate staffing to deliver the services.</li> <li>○ 3.2 Training and assessment is delivered by credentialled people with current skills and knowledge in training and assessment. (*ref. Credential Policy DEWR)</li> <li>○ 3.3 Training and assessment is delivered by people with current industry skills and knowledge relevant to the training product.</li> </ul>
<b>Diversity Statement</b>	IRT is committed to respecting, valuing and celebrating diversity in all its forms in our customer, older people and workforce population and catering for diverse needs through respectful, inclusive and equitable practices.
<b>Policy owner</b>	General Manager
<b>Publish date</b>	August 2025
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## 1 Regulatory Standards and relevant legislation

This policy has been written to align with the Standards for RTOs 2025 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 2025	<ul style="list-style-type: none"> <li>• Credential Policy 2025</li> <li>• Standards for RTOs 2025</li> </ul> <p>Standard 3. VET Workforce</p> <p>Outcome: VET students are trained, assessed and supported by people who are qualified, skilled and committed to professional development.</p> <ul style="list-style-type: none"> <li>○ 3.1 Effective workforce management ensures appropriate staffing to deliver the services.</li> <li>○ 3.2 Training and assessment is delivered by credentialed people with current skills and knowledge in training and assessment. (*ref. Credential Policy DEWR)</li> </ul> <p>3.3 Training and assessment is delivered by people with current industry skills and knowledge relevant to the training product.</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 will undertake ITeC Academy On-boarding Program as outline in the relevant On-boarding Checklist to their job role.

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 AND ASSESSOR 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 Department of Employment and Workplace Relations (DEWR) website at <https://www.dewr.gov.au/revisions-standards-registered-training-organisations/resources/policy-draft-credential-policy>

Extract:

To deliver training **and** assessment without direction, including making assessment judgements, the person must hold one of the following credentials:

- TAE40122 Certificate IV in Training and Assessment or its successor,
- TAE40116 Certificate IV in Training and Assessment,
- TAE40110 Certificate IV in Training and Assessment,
- A diploma or higher-level qualification in adult education or vocational education and training.
- A secondary teaching qualification and one of the following credentials:
  - TAESS00011 Assessor Skill Set, or
  - TAESS00019 Assessor Skill Set or its successor, or
  - TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set or its successor.

### Assessment **only** credentials

To conduct assessment **only**, including making assessment judgements, the person must hold one of the following credentials:

- *TAE40122 Certificate IV in Training and Assessment* or its successor,
  - *TAE40116 Certificate IV in Training and Assessment*,
  - *TAE40110 Certificate IV in Training and Assessment*,
  - *TAESS00019 Assessor Skill Set* or its successor,
  - *TAESS00011 Assessor Skill Set*,
  - *TAESS00001 Assessor Skill Set*,
  - *A diploma or higher-level qualification in adult education or vocational education and training.*
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- A secondary teaching qualification and one of the following credentials:
    - *TAESS00011 Assessor Skill Set*, or
    - *TAESS00019 Assessor Skill Set* or its successor, or
    - *TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set* or its successor.

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

A current Trainer Matrix is to be always maintained and 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 in the Australian Government DEWR Credential Policy located here <https://www.dewr.gov.au/revisions-standards-registered-training-organisations/resources/policy-draft-credential-policy> are to be followed.

**Validation of assessment** – ITeC Academy implements a validation of assessment procedure within its' assessment system to ensure ongoing quality of assessment practice across the RTO. The person(s) conducting the validation must collectively meet the following requirements. At least one of the people undertaking the validation must have one of the following training and assessment validation credentials:

- *TAE40122 Certificate IV in Training and Assessment or its successor,*
- *TAE40116 Certificate IV in Training and Assessment,*
- *TAE40110 Certificate IV in Training and Assessment,*
- *A secondary teaching qualification and TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set or its successor,*
- *TAESS00019 Assessor Skill Set or its successor,*
- *TAESS00011 Assessor Skill Set,*
- *TAESS00001 Assessor Skill Set, or*
- *A diploma or higher-level qualification in adult education or vocational education and training.*

## 2 Professional Development

At ITeC Academy, we place a high value on our people continually developing and maintaining industry currency. To achieve this, we implement the ITeC Currency and Professional Development program which includes three components:

- 2.1 Continued development of vocational competence (i.e. trade / industry skills and knowledge)
- 2.2 Continued development of their training and assessment competence (if applicable to role) and
- 2.3 Continued development of their awareness of applicable legislative, regulatory and organisational requirements.

### **Individual professional development**

Each ITeC Academy permanent employee participates in the annual IRT performance development review procedure. Annual individual plans are developed currently using My Central aligning to the annual goals of ITeC Academy and IRT Group.

### **Collective professional development**

Collective professional development includes all professional development activities organised and facilitated by ITeC Academy.

### **Currency Points Framework**

In addition to the requirement to demonstrate ongoing professional development, Trainer/Assessors must also demonstrate that they hold current skills and knowledge in both their vocational competence and their training and assessment competence.

ITeC Academy has established Currency Points Framework to manage this requirement. The Currency Points Framework allocates points to specific activities that are commonly used by Trainer/Assessors to demonstrate their maintenance of skills and knowledge. The framework is equally applicable to employees and contract Trainer/Assessors.

## **3 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.

## **4 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 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.

## **5 Roles and responsibilities**

<b>Role</b>	<b>Responsibility</b>
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 ITeC Academy Procedure Manual and RTO workflows.

## **6 Definitions**

In this Policy, words have the following meaning:

<b>Term</b>	<b>Definition</b>
RTO	Registered Training Organisation
On-board	Period (typically 6 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.