

## Policy & Procedure 16 – Trainers & Assessors

<b>Relates to standards:</b>	1.3, 1.13 – 1.24 Standards for Registered Training Organisations (RTOs) 2015
<b>Applicable to:</b>	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.
<b>Referenced documents:</b>	Policy & Procedure 7 – Access, Equity & Diversity Policy & Procedure 8 – Vulnerable People
<b>Monitor and review:</b>	In accordance with: Policy & Procedure 18 – Quality Management
<b>Responsibility:</b>	Ben Murphy – as Proprietor / Chief Executive
<b>Questions/queries:</b>	<a href="mailto:administration@gets.edu.au">administration@gets.edu.au</a> (+61) 02 6262 0077

### Table of Contents

1. Policy Objective.....	1
Trainers and Assessors.....	2
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.....	3
3. Procedures.....	3
Provide equal opportunities to learn and treat learners with courtesy and dignity.....	3
Demonstrate a commitment to training and assessment.....	3
Work within the limits of professional expertise.....	3
Maintain objectivity in relationships with learners.....	3
Maintain professional relationships with learners.....	3
Documentation on class rolls.....	4
Storage of evidence of suitability to be trainer/assessor.....	4
4. Version Control.....	4

### 1. Policy Objective

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

- trainers and assessors maintain currency of their skills and knowledge, in their industry area and in vocational education and training, and
- 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.

- learners and employers understand their rights and how they will be treated at the technical college.
- trainers engage in professional development.

### Trainers and Assessors

What	How	Who
On commencement	<ul style="list-style-type: none"> <li>• Check all required training and qualifications are in place</li> <li>• consider training that may enhance their proficiency in delivering training (eg higher level quals, RPL etc)</li> <li>• consider the need for a first aid qualification</li> <li>• Explain professional development requirements</li> </ul>	Proprietor/ trainer
In each calendar year	<ul style="list-style-type: none"> <li>• Attend one ‘refresher type’ event organised by the RTO’</li> <li>• Attend one ‘moderation exercise’ organised by the RTO’</li> <li>• Attend one ‘event, forum, or webinar’ organised by the contractor’</li> <li>• Or an alternative and equivalent arrangement may be put in place.</li> </ul>	Trainers and Assessors
Professional Development Register	<ul style="list-style-type: none"> <li>• The RTO will maintain records of professional development on behalf of the contractors</li> </ul>	Admin
Remuneration	<ul style="list-style-type: none"> <li>• Contractors are not remunerated for Professional Development activities</li> </ul>	Contractors

## 2. Policy

### Training and assessment qualifications

Trainers and assessors have a Certificate IV in Training and Assessment – TAE40116 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 the RTO 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 having at least five years full time equivalent experience as a qualified tradesperson,
- have preferably worked full time as a qualified tradesperson no more than five years ago,
- have experience preferably 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.

## **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 limits 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:

- Interaction 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 release	Author	Authorised by	Position	Reason for change
V1	29/09/2015	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial release
V2	29/02/2016	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Added to procedures Code of Conduct. 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	27/04/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Changed some passive voice to active voice. 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.
V3.1	27/04/2018	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Language formatted for consistency. Some rewording. Checked for currency.