

TRAINER AND ASSESSOR POLICY AND PROCEDURE

1. PURPOSE

The purpose of this policy is to have a systematic approach for engaging our Trainers and Assessors who possess the required skills and experience as set out under Standard 1 to deliver quality training and assessment practices. The Lan-Grove Office Training Centre Pty Ltd trading as The Sydney Business and Travel Academy and The Sydney English Language Academy herein known as “The Academy” will achieve this by ensuring that all trainers engaged The Academy meet the Essential Requirements, which will be assessed against our Selection Criteria.

2. POLICY STATEMENT

The Academy will ensure that its training and assessment is delivered by persons who have:

- Vocational competencies at least to the level being delivered and assessed;
- Current industry skills directly relevant to the training and assessment being provided; and
- Current knowledge and skills in vocational training and learning that informs their training and assessment.

The Academy may also involve industry experts in the assessment judgment, working alongside the trainer and/or assessor to conduct the assessment.

3. POLICY PRINCIPLES

The Principal will ensure that the training and assessment is delivered by skilled trainers and assessors who have the required training and assessment competencies, vocational competencies, industry skills and currency to deliver training and assessment within The Academy as documented below. Training and assessment is delivered only by persons who have:

- a) Vocational competencies at least to the level being delivered and assessed;
- b) Current industry skills directly relevant to the training and assessment being provided;
- c) Current knowledge and skills in vocational training and learning that informs their training and assessment.
- d) Hold TAE40110/TAE40116 Certificate IV in Training and Assessment qualification
- e) Industry experts may also be involved in the assessment judgment, working alongside the trainer and/or assessor to conduct the assessment.

The Academy will ensure that all 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.

4. REVIEW

- a) Review of the policy will involve evaluating The Academy’s recruitment and professional development practice of trainers and assessors against the Standards for RTOs. This involves the following process:

- Trainers and Assessors providing an up-to-date Trainer Matrix and Trainer Skills Matrix
- Professional Development plan to the Principal on an annual basis
- Industry currency information

b) The Principal will provide feedback on any additional professional development activities required for the trainers and assessors to undertake to ensure they meet the required competencies.

5. ASSOCIATED DOCUMENTS

- Student Handbook
- Training and Assessment Strategies
- Policies and Procedures Manual

6. RELATED STANDARDS

- Standards 1, Clauses 1.13 – 1.16 from the Standards for RTOs
- National Code 2007 of the ESOS Act

7. RESPONSIBILITY

- Principal
- CEO/PEO
- Director of Studies

Approved by: Jane Koch

Position: Chief Executive Officer

Signature: *Jane Koch*

Date: 19 January 2018

Version	Created by:	Date created	Reason for update	Implementation date after circulation of draft to all stakeholders
1	CEO	2015	Initial creation	2015
2	CEO	Dec 2016	Updated to align with Standards	2016
3	CEO	8/9/2017	Updated to align with Standards	18 January 2018