

Trainers and assessors

VET policies and procedures

School RTO approval statement					
School RTO name	Redbank Plains State High School				
Policy start date	4/10/2024	QCAA school number	133	National provider number	46368
The Principal as Chief Executive Officer (CEO) approves: <ul style="list-style-type: none">the policy, procedure and implementation requirementsall identified attachments to this policy and procedureall modifications to the policy and procedure prior to implementationthe delegated Registered Training Organisation (RTO) officer/s to implement the policy and procedurethe allocation of time to ensure delegated officers carry out all components within the prescribed timelines and dates of all activities outlined in the quality calendar detailed through this policy and procedurethe RTO Manager monitoring, evaluating and reviewing the application of this policy and procedure to ensure compliance at all timesQCAA analysing these documents when conducting auditsthat email addresses provide the same acknowledgment as a signature.					
RTO Manager			Principal		
Name	Amy Luxton		Name	Aimee Argiro	
Email	Aluxt2@eq.edu.au		Email	Abrow468@eq.edu.au	
Date	4/10/2024		Date	4/10/2024	
All additional delegated officers (add additional places to this table as required)					
Delegated officer	Diana Furlan		Delegated officer	Jake Currie	
Email	Dfurl4@eq.edu.au		Email	Jcurr227@eq.edu.au	
Date	4/10/2024		Date	4/10/2024	
Delegated officer	Mary Zaszlos				
Email	Mzasz4@eq.edu.au				
Date	4/10/2024				

Section 1 Policy and procedure

Section 1 of this policy and procedure addresses the need for trainers and assessors to meet: (a) the current TAE requirement; (b) vocational competency; (c) industry currency; and (d) vocational education knowledge and skills.

Relevant Standards: 1.3, 1.4, 1.6(b), 1.13, 1.14, 1.15, 1.16, 1.17, 1.18, 1.19, 1.20, Schedule 1

Trainer and assessor

Trainer and assessor policy and procedure				
Policy	TAE qualification	Vocational competency	Industry currency	Vocational education skills
<ul style="list-style-type: none"> Commencement of training and assessment only occurs when all relevant trainers and assessors have an RTO-approved profile with documented and verifiable records supporting the requirements for: <ul style="list-style-type: none"> TAE credentials vocational competency current industry skills vocational education knowledge and skills. The trainer and assessor must maintain currency once delivery has commenced. 	<p>Trainers and assessors must hold:</p> <ul style="list-style-type: none"> TAE40110 plus from 1 April 2019, the addition of either: <ul style="list-style-type: none"> TAELN411 or TAELN401A and one of: <ul style="list-style-type: none"> TAEASS502, TAEASS502A, TAEASS502B OR TAE40116 Certificate IV in Training and Assessment <p>Persons not holding a TAE qualification must work under supervision and adhere to the requirements below.</p>	<ul style="list-style-type: none"> Trainers and assessors must have relevant vocational competency for each unit being delivered and assessed. Competency can be demonstrated through either tertiary or vocational qualifications or through relevant industry employment. 	<ul style="list-style-type: none"> Trainers and assessors must have current industry knowledge and skills that directly relate to the units being delivered. The current industry skills of trainers and assessors are endorsed by industry engagement. 	<ul style="list-style-type: none"> Trainers and assessors must have current knowledge and skills in competency-based teaching, learning and assessment. The RTO ensures all trainers and assessors undertake ongoing professional development to maintain currency.

Individuals not holding a TAE must work under supervision			
Requirements	Assessment	Arrangement	Supervisor
<p>The individual must have an approved profile that includes documented and verifiable records supporting the requirements for:</p> <ul style="list-style-type: none"> enterprise trainer skill sets vocational competency current industry skills current knowledge in competency-based training and assessment. 	<ul style="list-style-type: none"> The individual under supervision is not permitted to make assessment judgments. The RTO will require a suitably qualified assessor to make assessment judgments. 	<ul style="list-style-type: none"> A documented supervision arrangement must be in place and outline: <ul style="list-style-type: none"> name of supervising qualified trainer and assessor support and monitoring identified conditions or restrictions on the training activities carried out by the supervised person. Section 3 of the trainer and assessor profile. 	<p>The supervising trainer and assessor must hold:</p> <ul style="list-style-type: none"> TAE credentials vocational competency current industry skills current knowledge in competency-based training and assessment relevant to the training being delivered.

Section 2 Trainer and assessor profile checklist

The RTO Manager or delegated officer must use this checklist to confirm that trainers and assessors meet the requirements of the Standards for the delivery of VET programs.

Trainer and assessor profile checklist	Yes	No
Each trainer and assessor has an RTO-approved profile.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All supporting documentation referred to in the profile has been sighted and verified by the RTO.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
For each profile, confirm:		
• the current approved profile template has been used	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• for all persons not holding TAE credentials, details of supervision arrangements are recorded in Section 4 of the profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• all trainers and assessors have clear recorded evidence of vocational competence mapped to each unit of competence that aligns to all relevant TAS documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• all trainers and assessors have been allocated time to undertake professional development relating to vocational education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• industry engagement has ensured the industry relevance of the current industry skills for all trainers and assessors, and Section 7 of the relevant TAS has been updated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• all trainers and assessors have recently completed or plan to undergo relevant industry currency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Section 7 of the profile is complete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• each profile has been approved by the Principal and RTO Manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 3 Systematic monitoring

Completing Section 3 satisfies the requirement of the Standard for systematic monitoring.

The RTO Manager will record the dates when monitoring activities occur, the outcomes of the monitoring process and any rectifications required to ensure ongoing compliance.

A 'No' indicates a non-compliance and must be reported to the RTO Manager. Appropriate rectification must be recorded and actioned.

Relevant Standards: 2.1, 2.2

Systematic compliance monitoring checklist	
Date of successive monitoring activities	Name of person/s conducting successive monitoring activities
8/12/2025	Jacob Currie
	Jacob Currie
	Jacob Currie
	Jacob Currie

Monitoring the application of this policy and procedure by the RTO		Record of last monitoring	
		Yes	No
School RTO approval statement (Page 1 of this document)	The following details are current and complete:		
	• school RTO name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• the policy and procedure document is dated (start date)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• QCAA school number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• national provider number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• Principal's name and contact details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• RTO Manager's name and contact details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• all delegated officers' names and contact details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Policy and procedure (Section 1 of this document)	Trainer and assessor policy represents current practice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Trainer and assessor procedures represent current practice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Supervision requirements represent current practice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trainer and assessor profile checklist (Section 2 of this document)	Trainer and assessor profile checklist is used to action procedure for trainer/assessor records.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Profile template	Current approved profile template is attached or linked to this document.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

RTO Manager notes	
Comment on the last monitoring activity	
List any non-compliances	
List any rectifications	

Links to QCAA resources

- Trainer and assessor staff profile: www.qcaa.qld.edu.au/senior/vet/training-assessment/trainers-assessors