

# Trainers and assessors

## VET policies and procedures

School RTO approval statement					
<b>School RTO name</b>	Redbank Plains State High School				
<b>Policy start date</b>	4/10/2024	<b>QCAA school number</b>	133	<b>National provider number</b>	46368
<b>The Principal as Chief Executive Officer (CEO) approves:</b> <ul style="list-style-type: none"><li>• the policy, procedure and implementation requirements</li><li>• all identified attachments to this policy and procedure</li><li>• all modifications to the policy and procedure prior to implementation</li><li>• the delegated Registered Training Organisation (RTO) officer/s to implement the policy and procedure</li><li>• the 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 procedure</li><li>• the RTO Manager monitoring, evaluating and reviewing the application of this policy and procedure to ensure compliance at all times</li><li>• QCAA analysing these documents when conducting audits</li><li>• that email addresses provide the same acknowledgment as a signature.</li></ul>					
<b>RTO Manager</b>			<b>Principal</b>		
<b>Name</b>	Amy Luxton		<b>Name</b>	Aimee Argiro	
<b>Email</b>	Aluxt2@eq.edu.au		<b>Email</b>	Abrow468@eq.edu.au	
<b>Date</b>	4/10/2024		<b>Date</b>	4/10/2024	
<b>All additional delegated officers</b> (add additional places to this table as required)					
<b>Delegated officer</b>	Diana Furlan		<b>Delegated officer</b>	Jake Currie	
<b>Email</b>	Dfurl4@eq.edu.au		<b>Email</b>	Jcurr227@eq.edu.au	
<b>Date</b>	4/10/2024		<b>Date</b>	4/10/2024	
<b>Delegated officer</b>	Mary Zaszlos				
<b>Email</b>	Mzasz4@eq.edu.au				
<b>Date</b>	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"> <li>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"> <li>TAE credentials</li> <li>vocational competency</li> <li>current industry skills</li> <li>vocational education knowledge and skills.</li> </ul> </li> <li>The trainer and assessor must maintain currency once delivery has commenced.</li> </ul>	<p>Trainers and assessors must hold:</p> <ul style="list-style-type: none"> <li>TAE40110 plus from 1 April 2019, the addition of either:               <ul style="list-style-type: none"> <li>TAELN411 or</li> <li>TAELN401A</li> </ul>               and one of:               <ul style="list-style-type: none"> <li>TAEASS502,</li> <li>TAEASS502A,</li> <li>TAEASS502B</li> </ul> </li> <li>OR</li> <li>TAE40116 Certificate IV in Training and Assessment</li> </ul> <p>Persons not holding a TAE qualification must work under supervision and adhere to the requirements below.</p>	<ul style="list-style-type: none"> <li>Trainers and assessors must have relevant vocational competency for each unit being delivered and assessed.</li> <li>Competency can be demonstrated through either tertiary or vocational qualifications or through relevant industry employment.</li> </ul>	<ul style="list-style-type: none"> <li>Trainers and assessors must have current industry knowledge and skills that directly relate to the units being delivered.</li> <li>The current industry skills of trainers and assessors are endorsed by industry engagement.</li> </ul>	<ul style="list-style-type: none"> <li>Trainers and assessors must have current knowledge and skills in competency-based teaching, learning and assessment.</li> <li>The RTO ensures all trainers and assessors undertake ongoing professional development to maintain currency.</li> </ul>

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

## 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 type="checkbox"/>	<input type="checkbox"/>
All supporting documentation referred to in the profile has been sighted and verified by the RTO.	<input type="checkbox"/>	<input type="checkbox"/>
For each profile, confirm:		
• the current approved profile template has been used	<input 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 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 type="checkbox"/>	<input type="checkbox"/>
• all trainers and assessors have been allocated time to undertake professional development relating to vocational education	<input 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 type="checkbox"/>	<input type="checkbox"/>
• all trainers and assessors have recently completed or plan to undergo relevant industry currency	<input type="checkbox"/>	<input type="checkbox"/>
• Section 7 of the profile is complete	<input type="checkbox"/>	<input type="checkbox"/>
• each profile has been approved by the Principal and RTO Manager.	<input 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
1/04/2025	Amy Luxton Mary Zaszlos
23/06/2025	Amy Luxton Mary Zaszlos
15/09/2025	Amy Luxton Mary Zaszlos
8/12/2025	Amy Luxton Mary Zaszlos

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

Monitoring the application of this policy and procedure by the RTO		Record of last monitoring	
		Yes	No
<b>Profile template</b>	Current approved profile template is attached or linked to this document.	<input 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](http://www.qcaa.qld.edu.au/senior/vet/training-assessment/trainers-assessors)