

STAFF AND TRAINER ASSESSOR POLICY AND PROCEDURE

P004 – Staff and Trainer Assessor Policy and Procedure V3.0

Purpose

Training Synergies is committed to employing quality managers and administrative staff; and skilled trainer assessors to engage with industry and to deliver the highest quality learning experiences to its students

This policy outlines the approach that Training Synergies will take to employ quality managers and administrative staff; and skilled trainer assessors that will engage with industry and deliver high quality training and assessment services in accordance with the Standards for RTOs 2015.

Policy

It is the policy of Training Synergies to employ suitably skilled and qualified trainer assessors that will deliver high quality training and assessment services engage with industry in accordance with the Standards for RTOs 2015.

Procedure

Recruitment

When recruiting, Training Synergies will ensure that available positions of employment are advertised on relevant on line recruitment websites, and that a detailed overview of the position is provided to potential applicants.

Applicants will be required to formally apply for positions of employment with

Training Synergies, by submitting a current resume along with a written application with a response to set key selection criteria. Applicants will be shortlisted and then interviewed, first by phone, then in a face-to-face meeting.

Should a market led approach to recruitment not identify trainers that meet Training Synergies requirements, or should a temporary vacancy arise through leave provisions, illness, resignation or termination, staff will be recruited through a contracted employment agency. Staff recruited in this manner will still need to meet the requirements set out in Training Synergies' policy and procedure, and the Standards for RTOs 2015.

New Employee Induction (Managers and Administrative Staff)

- a. All Training Synergies employees are to undertake an induction prior to the commencement of employment.
- b. Induction is to be set as a meeting with the new employee and General Manager.
- c. The new employee induction checklist is to be completed and the following documents are to be completed and/or submitted at the time of an induction:
 - **New Employee Form**
 - **Signed Contract**
 - **Signed Position Description**
 - **Signed Resume**
 - **Verified Copies of Qualifications**
 - **Standards for RTOs 2015 Employee Sign off document**

Trainer Assessor Requirements

Trainer Assessor Induction

- a. All Trainer Assessors are to undertake an induction prior to the commencement of any delivery or assessment.
- b. Induction is to be set as a meeting with the Trainer Assessor and the head of the faculty.
- c. The new employee induction checklist is to be completed and the following documents are to be completed and/or submitted at the time of an induction:
 - **New Employee Form**
 - **Signed Contract**
 - **Signed Position Description**
 - **Signed Resume**
 - **Completed Trainer Assessor Profile**
 - **Verified Copies of Qualifications**
 - **Standards for RTOs 2015 Employee Sign off document**

Qualified Trainer Assessors

Training Synergies will ensure that all training and assessment is delivered only by persons who have:

TAE40110 or its successor; or a Diploma or Higher-level qualification in Adult Education

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.

Qualifications and units of competency held by staff are to be verified with the originating RTO or the USI Registrar as soon as practically possible, but within the probationary period.

Procedure for verification:

Contact the issuing institution and seek written confirmation that the issued qualification is genuine, or in the event that the institution is not available, and training was commenced and completed after 1st January 2015, contact the USI Registrar to match against records held.

Note the date of verification on the verification and file with the trainer's Trainer Matrix along with evidence of verification

VET Sector Currency

Training Synergies will ensure that its trainer assessors maintain VET currency by undertaking professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment. This will be recorded on the by the trainer assessor upon initial employment or engagement by completing a Trainer Assessor Profile. Trainer Assessors will then be required to complete and submit a Trainer Assessor Competence and VET Currency Log annually.

Industry Currency

Training Synergies will ensure that its trainer assessors maintain their industry currency by undertaking professional development in the industries and fields employment related of the vocational training and assessment being delivered. This will be recorded on the by the trainer assessor upon initial employment or engagement by completing a **Trainer Assessor Profile**. Trainer Assessors will then be required to complete and submit a **Trainer Assessor Industry Currency Log** annually

Supervision of Trainers

In the event that Training Synergies employs an individual who is not a suitably qualified trainer or assessor to deliver training and assessment, the individual works under the supervision of a suitably qualified trainer and does not determine assessment outcomes. Any supervision of trainer assessors will be recorded on the RTOs Employee Register.

Training Synergies will ensure that any individual working under the supervision of a trainer:

- Hold the required skill set defined in the Standards for RTOs 2015, or is able to demonstrate equivalence of competencies;
- Has vocational competencies at least to the level being delivered and assessed; and
- Has current industry skills directly relevant to the training and assessment being provided.

Training Synergies will put in place the level of the supervision required to the trainer under supervision and will ensure that the Trainer Assessor providing supervision is accountable for all training provision and collection of assessment evidence by the individual under their supervision.

Working With Children

Training Synergies will ensure that all staff, including trainer assessors that have direct contact with children under the age of 18 will have a Working with Children Check in the State or Territory that training is being delivered.

Police Checks

Trainers will be expected to provide current and clear police check upon recruitment and may be asked to provide an updated check at the discretion of the director. This requirement may arise through a client's request or through the needs of Training Synergies. Police checks requested from existing staff will be ordered at the cost of Training Synergies.

Relevant standards

Standards for RTOs 2015

- Standard 1.6, 1.13, 1.14, 1.15, 1.16, 1.17, 1.18, 1.19, 1.20, 1.21, 1.22, 1.23, 1.24, 1.25