



## PP-35 Skilled Educators Policy & Procedure

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### Purpose

This policy and procedure ensure that Australian Institute of Science and Technology (AIST) meets the requirements of the Standards by:

- Employing only skilled educators and assessors.
- Providing supervision of educators where needed.
- Employing experts to teach educators and assessors.
- Employing a sufficient number of educators and assessors for the qualifications and courses on its scope of registration.

This ensures compliance with Clauses 1.13 – 1.25 of the Standards.

### Definitions

**Skill set** means 'a single unit of competency or a combination of units of competency from a Training Package which link to a licensing or regulatory requirement, or a defined industry need.'<sup>1</sup>

**Standards** means the Standards for Registered Training Organizations (RTOs) 2015 which can be accessed from [www.asqa.gov.au](http://www.asqa.gov.au)

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<sup>1</sup> Definition quoted from Australian Skills Quality Authority. *User's Guide to the Standards for RTOs 2015*. Accessed on December 8, 2014, from [http://www.asqa.gov.au/verve/\\_resources/Users\\_Guide\\_to\\_the\\_Standards\\_for\\_Registered\\_Training\\_Organisations\\_RTOs\\_2015.pdf](http://www.asqa.gov.au/verve/_resources/Users_Guide_to_the_Standards_for_Registered_Training_Organisations_RTOs_2015.pdf)



## Policy

### 1. Qualifications and experience of educators

Australian Institute of Science and Technology (AIST) employs skilled trainer and assessors. This means they have:

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

Australian Institute of Science and Technology (AIST) ensures that training and assessment:

- if delivered on or prior to 31 March 2019, is delivered only by persons who have the training and assessment credential specified in Item 1 or Item 2 or Item 3 of Schedule 1.
- if delivered on or after 1 April 2019, is delivered only by persons who have the training and assessment credential specified in Item 2 or Item 3 of Schedule 1.

All trainers/assessors are required to demonstrate their vocational competency and current industry skills through written documentation.

### 2. Professional development

All educators participate in regular professional development in the areas of:

- The field of their delivery
- Vocational Education and Training knowledge
- Competency based training and assessment

Professional development plans and records of professional development undertaken are maintained by each educator/assessor.

### 3. Industry experts involved in assessment

Industry experts in specialist areas may be involved in an assessment process, working alongside the assessor to conduct the assessment.

### 4. Supervision of trainers/assessors

Where an individual is involved in delivering training but is not qualified in line with Clauses 1.14 and 1.15 of the Standards, this individual will be supervised by a qualified educator/assessor and will not be involved in assessment decisions. Australian Institute of Science and Technology (AIST) ensures that any individual working under the supervision of a trainer under clause 1.17

- holds the training and assessment credential specified in Item 6 of Schedule 1
- has vocational competencies at least to the level being delivered and assessed
- has current industry skills directly relevant to the training and assessment being provided



Educator/assessors that provide supervision will monitor the training provided and are accountable for the actions of the supervised individual.

The individual may assist in the assessment process by collecting relevant evidence however the assessment decision will be made by a qualified educator/assessor.

## Procedures

### 1. Qualifications of trainers/assessors

Procedure	Responsibility
<p><b>Vocational competency and industry currency</b></p> <ul style="list-style-type: none"><li>• Vocational competency and industry currency of educators and assessors should be demonstrated through a combination of:<ul style="list-style-type: none"><li>– Educational qualifications</li><li>– Training and assessment qualifications</li><li>– Training and competency mapping</li><li>– Continuing professional development</li><li>– Industry currency</li><li>– CV</li></ul></li><li>• In the training and competency mapping, the educator/assessor must discuss their recent, relevant experience in relation to each unit they are delivering. They should refer to the contents of each unit and ensure they discuss their working experience as relevant to the unit to demonstrate they are suitable for delivery.</li><li>• The training and competency mapping should be reviewed by the VET Manager to ensure its suitability. The trainers/assessors may be asked to provide additional information where it is not suitable.</li><li>• CVs should be checked to ensure suitability of experience and confirm vocational competency and industry currency.</li></ul>	<p>Educator/assessor</p> <p>VET Manager</p>
<p><b>Copies of qualifications</b></p> <ul style="list-style-type: none"><li>• Collect copies of qualifications and statements of attainment from the trainers/assessors, relevant to the area they are delivering. They are to be certified or verified.</li><li>• Ensure the trainers/assessors holds the Certificate IV in Training and Assessment as required by 1.14 and 1.15 of the Standards.</li><li>• Store all records in the staff file.</li></ul>	<p>VET Manager</p> <p>Compliance Manager</p>

### 2. Professional development

Procedure	Responsibility
<p><b>Professional development plan</b></p> <ul style="list-style-type: none"><li>• All trainers/assessors are to develop a <i>Professional Development Plan</i> at the start of each year.</li></ul>	<p>Educators/assessors</p> <p>VET Manager</p>



Procedure	Responsibility
<ul style="list-style-type: none"> <li>It should include a plan for professional development in relation to: <ul style="list-style-type: none"> <li>Their industry area</li> <li>Vocational Education and Training (VET) sector knowledge</li> <li>Competency based training and assessment</li> </ul> </li> <li>This should be kept in the staff file.</li> <li>Plans should be monitored to ensure staff are continually attending professional development throughout the year.</li> </ul>	
<p><b>Professional development logs</b></p> <ul style="list-style-type: none"> <li>All trainers/assessors are required to keep records of Professional Development they attend throughout the year by recording it on their Professional Development Log and attaching copies of certificates (where relevant).</li> <li>The educator/assessor is required to ensure they are developing in all three areas as outlined above. This will be monitored for each educator by the office.</li> <li>Logs and records are to be provided to head office each 3 month period.</li> </ul>	Educators & VET Manager

### 3. Supervision of trainers/assessors

Procedure	Responsibility
<p><b>Planning supervision</b></p> <ul style="list-style-type: none"> <li>For an individual who is to be involved in the delivery of training but is not a qualified trainer/assessor holding the TAE40110 (before 1 April 2019), they must: <ul style="list-style-type: none"> <li>Be vocationally competent at least to the level being delivered/assessed</li> <li>has current industry skills directly relevant to the training and assessment being provided</li> <li>holds the training and assessment credential specified in Item 6 of Schedule 1</li> </ul> </li> <li>Identify the qualified trainer/assessor who will supervise the individual.</li> <li>Develop a supervision plan using the <i>Educators Supervision Plan</i>.</li> <li>The plan should consider the level of supervision required based on the individuals' experience and qualifications, their level of involvement in training and so on.</li> <li>The plan should show how the training will be supervised – e.g. Observing training sessions, monitoring feedback from students, planning training together, provision of feedback to the individual from the qualified educator, review meetings etc.</li> </ul>	VET Manager



**Australian Institute of Science and Technology**

RTO Code: 30645 CRICOS Provider Code: 03677G

ABN: 13 103 369 151 ACN: 103 369 151

Level 2, 206–208 Liverpool Road, ASHFIELD NSW 2131 Australia

Ph: +61 2 8021 3335

[www.aist.edu.au](http://www.aist.edu.au)

[info@aist.edu.au](mailto:info@aist.edu.au)

Procedure	Responsibility
<p><b>Implementing supervision</b></p> <ul style="list-style-type: none"><li>• Supervision should be carried out according to the plan.</li><li>• Supervision activities should be documented on the plan. The plan should be kept in the individuals file and updated regularly.</li><li>• The individual is not to be involved in assessment decisions. They may contribute to the evidence collection process only but not be involved in assessment outcomes or decisions.</li></ul>	<p>Trainer/assessor and individual being supervised</p>