



Nepean Community College

Staff and Trainer and Assessor Policy



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1. Purpose

Nepean Community College (RTO: 1223) 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.

Policy

This policy outlines the approach that Nepean Community College 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.

It is the policy of Nepean Community College 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.

2. Procedure

2.1 Recruitment

When recruiting, Nepean Community College will ensure that available positions of employment are advertised on relevant online 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 Nepean Community College by submitting a current resume along with a written application with a response to set key selection criteria. Applicants will then be shortlisted and then interviewed, first by phone, then in a face to face meeting.

2.2 New Employee Induction (Managers and Administrative Staff)

All **Nepean Community College** employees are to undertake an induction prior to the commencement of employment.

Induction is to be set as a meeting with the new employee and CEO

The *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

3. Trainer Assessor Requirements

3.1 Trainer Assessor Induction

All Trainer / Assessors are to undertake an induction prior to the commencement of any delivery or assessment.

Induction is to be set as a meeting with the Trainer / Assessor and the CEO

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

3.2 Qualified Trainer Assessors

Nepean Community College will ensure that all training and assessment is delivered only 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
- current knowledge and skills in vocational training and learning that informs their training and assessment.

As of March 2024, trainers and assessors must hold:

- TAE40116/TAE40122 Certificate IV in Training and Assessment (or its successor)
or
- TAE40110 Certificate IV in Training and Assessment plus the following units:
 - TAELN411 (or its successor) or TAELN401A, and
 - TAEASS502 (or its successor) or TAEASS502A or TAEASS502Bor
- a diploma or higher level qualification in adult education.
or
- a credential issued by a higher education provider (as defined by section 16-1 of the *Higher Education Support Act 2003*) which would enable the individual to satisfy the academic requirements for registration as a secondary school teacher in accordance with the registration requirements in at least one State or Territory, and one of the following credentials or the successor to one of the following credentials:
 - TAESS00011/TAESS00019 Assessor Skill Set or
 - TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set

As of March 2024, anyone who provides assessment only (i.e. does not deliver training) must hold the following:

- TAESS00011 Assessor Skill Set or its successor



or

- TAESS00001 Assessor Skill set plus one of the following:
- TAEASS502 Design and Develop Assessment Tools or
- TAEASS502A Design and Develop Assessment Tools or
- TAEASS502B Design and Develop Assessment Tools

or

- a diploma or higher level qualification in adult education

or

- a credential issued by a higher education provider (as defined by section 16-1 of the Higher Education Support Act 2003) which would enable the individual to satisfy the academic requirements for registration as a secondary school teacher in accordance with the registration requirements in at least one State or Territory, and one of the following credentials or the successor to one of the following credentials:
- TAESS00011/TAESS00019 Assessor Skill Set or
- TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set.

3.3 VET Sector Currency

Nepean Community College 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 trainer assessor file upon initial employment or engagement by completing a **Trainer Assessor Profile**. Trainers / Assessors will then be required to complete and submit a **Trainer Assessor Evaluation and Professional Development Plan** annually.

3.4 Industry Currency

Nepean Community College 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.

4. Supervision of Trainers

In the event that Nepean Community College 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 college's **Employee Register**.

Nepean Community College 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.

Nepean Community College 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.

5. Working With Children

Nepean Community College 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.

6. Persons affected by this policy

- CEO
- RTO Management
- RTO Administration Team
- RTO Employees
- Trainer Assessors

7. 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

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