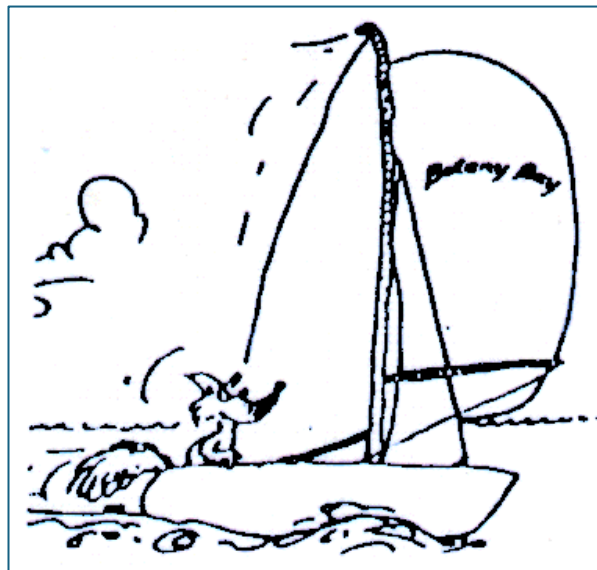




# Sailingworld Pty Ltd

ACN:092 478 718



## POLICY & PROCEDURE TRAINER/ASSESSOR MANAGEMENT

Status	Current
Version	1-2024
Last review date	30 August 2024
Reviewed by	Sailingworld CEO
Summary of changes from previous version	Minor amendments post-annual review



## TRAINER/ASSESSOR MANAGEMENT POLICY

### PURPOSE AND SCOPE

**1.1** The purpose of this Policy is to ensure that all training and assessment is delivered by staff/contractors who meet or exceed the competency requirements determined by The Standards for RTOs (2015).

**1.2** This Policy identifies the principles to ensure that all practices related to the recruitment, professional development and performance management of Trainers/Assessors in all nationally-recognised AQF qualifications and units provided by Sailingworld are designed to provide quality learning experiences for students.

**1.3** The Policy applies to all staff or contractors delivering training and assessment in VET programs and authorising the issue of Nationally Recognised VET AQF awards.

### POLICY STATEMENT

**1.4** Sailingworld recruits, selects, professionally develops and performance manages suitably qualified and experienced trainers to provide quality learning experiences for the students and positive outcomes for clients. Trainers/Assessors engage in industry relevant, reflective training and assessment practices.

**1.5** Sailingworld Training and Assessment is delivered only by persons who have training and assessment qualifications, vocational competencies, current industry skills pertinent to the training and assessment being provided and have current knowledge and skills in vocational training and learning that informs their training and assessment.

### PRINCIPLES

**1.6** Training and assessment is delivered by trainers and assessors who have qualifications specified in Clauses 1.14 and 1.15 of The Standards for RTOs (2015), including 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 training and assessment.

**1.7** All Sailingworld Trainers/Assessors are given the opportunity to maintain and update skills and knowledge relating to delivering training and assessment services. The professional development of Trainers/Assessors ensures continued development of knowledge and skills in their relevant industry area. Sailingworld's professional development plan outlines strategies for trainers and assessors to gain and maintain their VET knowledge and skills and their vocational currency and map these competencies on the Sailingworld Professional Development Plan.

**1.8** All Trainers/Assessors receive structured induction and professional development in Sailingworld policies and procedures, including administrative systems, teaching and learning practices, work health and safety, structure of Sailingworld and all roles and responsibilities.

**1.9** All relevant Human Resources documentation and processes, including position descriptions, trainer matrix's, employment agreements/contracts, and performance management recognise, specify and meet the requirements of Trainers/Assessors.

**1.10** Sailingworld provides opportunities for Trainers/Assessors to demonstrate and document skills as part of the Professional Development Plan.



## ROLES AND RESPONSIBILITIES

1.11 The Sailingworld CEO is responsible for the application of this Policy

1.12 The Sailingworld CEO is responsible for:

1. Endorsing all staffing decisions, including provision of professional development opportunities.
2. Ensuring that appropriate Trainers/Assessors have the required competencies, or that arrangements are in place for a person who does not have the trainer competencies to be directly supervised by a person who does have them.
3. Ensuring that Trainers/Assessors engage in professional development and all professional development activities are documented and reviewed.





## TRAINER/ASSESSOR MANAGEMENT PROCEDURE

### PURPOSE AND SCOPE

**2.1** This procedure outlines ways that Sailingworld applies a systematic approach for engaging Trainers and Assessors who possess the required skills and experience as set out under RTO Standards (2015) to deliver quality training and assessment practices.

**2.2** This procedure provides for the recruitment, induction and management of trainers delivering nationally recognised programs provided by Sailingworld.

### TRAINER RECRUITMENT

**2.3** The employment specification clearly lists the Trainer and Assessor qualifications, other personal attributes and job requirements.

**2.4** Specifications are listed in the advertisement published on the Sailingworld website. The recruitment selection is undertaken by the Sailingworld CEO. Successful applicants are inducted by Sailingworld CEO.

**2.5** Recruitment may also be conducted via a nominated Recruitment agency. All contracts and agreements are prepared by the agency.

### ORIENTATION/INDUCTION

**2.6** Orientation is held upon commencement of employment to familiarise new Trainers and Assessors with the training environment and the broader Sailingworld environment. This initial orientation is inclusive of all regulatory requirements associated with the trainer and Assessor role and Sailingworld's management and administrative structures. This process is overseen by the Lead Trainer.

### TRAINER AND ASSESSOR CURRENCY

**2.7** The Standards for RTOs (2015) require that training and assessment is delivered only by persons who have the following:

- 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.
- Can demonstrate participation in professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment.

**2.8** When Trainers and Assessors are inducted into Sailingworld, they are required to complete a Trainer Assessor Profile to map their qualifications, skills and experience to the individual units that they teach/assess. Trainers and Assessors facilitating and assessing the TAE40116 qualification are required to complete a TAE Trainer Assessor Profile.

**2.9** The following table describes the value of Currency Points allocated to activities the Trainer may engage in to maintain their competence and currency. A Trainer must prove eight (8) currency points annually by submitting their evidence to the Sailingworld CEO.

### WORKING UNDER SUPERVISION

**2.10** Sailingworld engages subject matter experts to deliver training who are working under supervision of a trainer, the person must meet the following criteria:



- 1) Must hold one of the following the following skill sets:
  - TAE40116 Certificate IV in Training and Assessment or equivalent.
  - Recreational boat licence
- 2) Has vocational competencies at least to the level being delivered and assessed; and
- 3) Has current industry skills directly relevant to the training and assessment being provided.

**2.11** A Trainer and Assessor who holds one of the above skill sets can only perform the tasks associated with the specific competencies within.

**2.12** A trainer who holds the enterprise trainer presenting skill set only holds the competency to make presentations and deliver skills training. This person does not hold the Assessor skillset nor TAE40116 qualification to undertake assessment.

**2.13** A trainer who holds the skill set of an enterprise Trainer and Assessor skill set, holds the competency to collect assessment evidence and deliver skills training.

## APPROVED DELIVERY REGISTER

**2.14** Sailingworld maintains an Approved Delivery Register that is a central register to record the units each Trainer and Assessor is approved to deliver/assess. This is to be updated by the Lead Trainer. The three designations include:

- train only;
- assess only;
- train and assess.

**2.15** Course Coordinators refer to the Approved Delivery Register to confirm which Trainers have approval for delivery/assessment. If a proposed Trainer/Assessor does not hold the required competence, then a different Trainer/Assessor is to be allocated to the cohort/student to teach that unit.

## TRAINER RECORDS

**2.16** Electronic records are maintained in a designated HR file and be stored in accordance with The Sailingworld Records Policy.

**2.17** The following list defines what documents are maintained in electronic format:

- Completed staff induction record - signed by the Sailingworld CEO.
- Certified true copy of Trainer/Assessor qualifications.
- Certified true copy of vocational qualifications.
- Evidence of equivalent competence if applicable (Vocational Matrix Template).
- Updated Curriculum Vitae or Resume detailing professional history.
- Duty statement signed by staff member.
- Employment Contract/Service Agreement signed by Sailingworld CEO
- National Police Check if applicable.
- Relevant licence documentation/working with children check, etc.

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