

1. Purpose

Royal Greenhill Institute of Technology (RGIT) Australia is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). As such, RGIT Australia is required to have appropriately qualified and experienced personnel along with processes for managing the competence of RTO personnel.

RGIT Australia recognises the invaluable contribution of personnel to maintaining efficient and effective business operations. As such, it is vitally important that appropriate selection procedures are applied to ensure that those personnel engaged possess the required qualifications, experience and personal attributes.

This policy will define the requirements for the selection, induction, engagement and professional development of trainers and assessors.

2. Policy Statement

RGIT Australia acknowledges that all personnel (staff or contractors) are a crucial element to the success of the business, in meeting customer needs and achieving strategic objectives. RGIT Australia will ensure that all trainers and assessors are competent for the functions they perform.

RGIT Australia will select only high calibre personnel meeting the specific selection criteria and will invest in their training and professional development for the provision of effective and efficient training products and services. RGIT Australia is committed to ensuring all personnel performing training and assessment functions on behalf of the RTO, possess the relevant competencies and experience to provide quality training and assessment services.

RGIT Australia will:

- have effective practices in place for the selection, induction and ongoing professional development of all trainers and assessors;
- ensure that all persons have the relevant vocational and VET competencies and experiences to undertake relevant training and assessment activities;
- ensure it manages the performance of all trainers and assessors through performance review processes;
- provide access to relevant opportunities for professional development of its trainers and assessors.

3. Definitions

3.1 The following words and expressions have the following specific meaning, as in the SRTOs 2015.

Current industry skills are the knowledge, skills and experience required by VET trainers and assessors and those who provide training and assessment under supervision to ensure that their training and assessment is based on current industry practices and meets the needs of industry.

Current industry skills may be informed by consultations with industry and may include, but is not limited to:

- a) having knowledge of and/or experience using the latest techniques and processes;
- b) possessing a high level of product knowledge;
- c) understanding and knowledge of legislation relevant to the industry and to employment and workplaces;
- d) being customer/client-oriented;

- e) possessing formal industry and training qualifications; and
- f) training content that reflects current industry practice.

Professional development means activities that develop and/or maintain an individual's skills, knowledge, expertise and other characteristics as a trainer or assessor. This includes both formal and informal activities that encompass vocational competencies, currency of industry skills and knowledge and practice of vocational training, learning and assessment, including competency-based training and assessment.

Examples of professional development activities include:

- a) participation in courses, workshops, seminars, conferences, or formal learning programs;
- b) participation in mentoring, professional associations or other learning networks;
- c) personal development through individual research or reading of publications or other relevant information;
- d) participation in moderation or validation activities; and
- e) participation in industry release schemes.

Scope of registration means the training products for which an RTO is registered to issue AQF certification documentation. It allows the RTO to:

- a) both provide training delivery and assessment resulting in the issuance of AQF certification documentation by the RTO; or
- b) provide assessment resulting in the issuance of AQF certification documentation by the RTO.

4. Policy Principles

4.1 Staff Recruitment and Selection

- a) RGIT Australia ensures it has sufficient qualified trainers and assessors to deliver training and assessment for all of its scope of registration at all times, in accordance with training and assessment strategies.
- b) Recruitment of RGIT Australia staff will at all times be ethical and consistent with training and assessment services being provided.
- c) Selection decisions will comply with Equal Opportunity Legislation and this policy.
- d) RGIT Australia ensures that, through the recruitment and selection process, all trainers and assessors are competent and suitably qualified to undertake their specified role.
- e) RGIT Australia will site and take copy of original certification documents from successful applicants of their VET and vocational competencies. These will be maintained on an individual staff file.
 - i. RGIT Australia will verify the issuance of qualification(s) i.e. Certificate IV in Training and Assessment.
 - ii. Where certification documentation cannot be supplied by trainers and assessors verification of current competencies will be undertaken via a mapping process.
- f) RGIT Australia will conduct reference checks of the industry and VET practice references provided, and preference will be given to trainers that are members of their industry professional associations (i.e. Australian Computer Society).
- g) RGIT Australia may also require all trainers and assessors to obtain and provide a copy of their current National Police Clearance and Working with Children check (as appropriate).

4.2 Trainers and Assessors Competency

- a) RGIT Australia will ensure that all trainers and assessors will be selected based on the requirements of the SRTOs 2015.

- b) Training and assessment will only be delivered by persons who have:
- Vocational competencies at least to the level being delivered and assessed; and
 - 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; and
 - have one of the following credentials:
Credential TAE40116 Certificate IV in Training and Assessment or its successor
or
Credential TAE40110 Certificate IV in Training and Assessment, and one of the following:
 - TAE40111 Address adult language, literacy and numeracy skills or its successor, or
 - TAE40110A Address adult language, literacy and numeracy skills**and one of the following:**
 - TAE40112 Design and develop assessment tools or its successor, or
 - TAE40112A Design and develop assessment tools, or
 - TAE40112B Design and develop assessment tools.
- c) In the case where industry experts are involved in assessment judgements, they must work alongside a qualified assessor to conduct the assessment.

4.3 Trainer/Assessors – Delivering Training and Assessment Qualifications

- a) RGIT Australia will ensure that all trainers will be selected based on the requirements of the SRTOs 2015.
- b) Training and assessment for AQF Qualification or Skill Set from the Training and Education Training package (or its successor) will only be delivered by persons who:
- From 1 January 2016, hold the training and assessment qualification at least to the level being delivered.
 - From 1 January 2017, if delivering the TAE40110 Certificate IV in Training and Assessment or its successor, or any skill set from the Training and Education Training package (or its successor):
 - holds the:
 - TAE40111 Diploma of Vocational Education and Training or its successor;
or
 - TAE40112 Diploma of Training Design and Development or its successor;
or
 - A higher-level qualification in Adult Education;
 - From 1 January 2017, if delivering any AQF qualification or any skill set from the Training and Education Training package (or its successor) other than the TAE40110 Certificate IV in Training and Assessment or its successor, the trainer /assessor must hold the qualification at least to the level being delivered.
 - From 1 July 2019 RGIT will require its trainers and assessors to hold as a minimum, one of the qualifications listed in item 2 or item 3 of schedule 1 of the Standards for Registered Training Organisations(RTO) 2015. Therefore, the trainers will require: a diploma or higher-level qualification in adult education, a TAE40116, or a TAE40110 and with the following:
 - TAE40111 Address adult language, literacy and numeracy skills or its successor or,
 - TAE40110A Address adult language, literacy and numeracy skills**and one of the following:**
 - TAE40112 Design and develop assessment tools or its successor or,
 - TAE40112A Design and develop assessment tools or,
 - TAE40112B Design and develop assessment tools.

- c) Training staff must have their competencies assessed, mapped and signed-off as satisfactory by the relevant Course Coordinator against the relevant staff matrix. To validate the evidences provided, the Course Coordinator/Head and the HR Officer will complete a Staff Qualification and Experience Verification Check. After the employee's verifications are deemed satisfactory, they will be provided with an offer of employment. The following are required to be satisfied:
- i. Verification of industry experience and qualification
 - Training staff must provide evidence that they possess the relevant industry skills and knowledge equivalent to the level of the course that the Trainer and/or Assessor will be teaching.
In addition, the candidate needs to provide evidence of industry experience that is no older than two years.
 - Supporting documentation to verify industry evidence can be in the form of a reference letter from an employer, on the company letterhead, specifying the candidate's position, period of employment and duties, along with the employer's signature.
 - If training staff are unable to provide supporting documentation, then they will be required to provide of previous employers' details and RGIT will contact them to verify the respective details.
 - ii. Qualification verification
 - Training staff must provide original copies of their relevant qualifications. The HR Officer will endeavour to the best of their ability to verify that the person's qualification is a genuine document. This can be through contacting the provider named on the person's qualification. The HR Officer, in consultation with the relevant Course Coordinator or Head, will verify and sign-off on the Staff Qualification and Experience Verification Form. Where a qualification has been issued from an education institution that is no longer current (i.e. closed down), the HR Officer will retrieve the institute's course records from training.gov.au and cross reference the details with the certificate provided – i.e. check whether the institute's registration was valid and the course was on scope at the time the certificate was generated.

4.4 Trainers Under “Direct Supervision”

An individual who is not a qualified trainer and assessor, must be supervised and, at a minimum, satisfy the following conditions:

They must hold the following:

- Enterprise Trainer Skill Set (in either mentoring or presenting), and/or
- Enterprise Trainer and Assessor Skill Set.

The Supervising Trainer must have demonstrated relevant vocational competencies to the level being assessed, have current industry skills and hold either a TAE40110 Certificate IV in Training and Assessment, or a diploma or higher-level qualification in adult education. The Supervising Trainer/assessor is accountable for all training provided by the Trainer under supervision and for the collection of assessment evidence. A qualified assessor may make assessment decisions in conjunction with the person being supervised, who may gather some or all of the relevant evidence. The supervising trainer and assessor:

- is responsible for the quality of training delivered
- makes all final decisions about assessment outcomes.

4.5 Trainer/Assessor Induction

- a. Upon employment with RGIT trainers and assessors will undertake a Staff Induction.
- b. RGIT ensures that all trainers/assessors receive a comprehensive induction, which includes the provision of:
 - i. a Staff Manual; and
 - ii. Job Description/ Duty Statement.
- c. The Training Manager of RGIT meets with all new trainers and assessors to confirm the level of understanding of their role and all information contained in the induction manual.
- d. Trainer / Assessor Induction is recorded on a Trainer / Assessor Induction Checklist, which is signed by the Course Coordinator and Human Resources Department of RGIT and kept on an Individual personnel file.

4.6 Trainer/Assessor - Performance Review

- a. Performance of Trainers/Assessors is monitored through the Performance Review and feedback processes, which incorporates:
 - i. Client feedback during and after a training and assessment program, as outlined in Evaluation Feedback Policy;
 - ii. Trainers / Assessors Observations; and
 - iii. Professional development records.
- b. A formal staff performance appraisal is conducted annually, during which, staff meet with their respective supervisor(s) to review their performance and discuss actions to improve the staff members' contribution.
- c. The staff appraisal meeting outcomes are documented and placed in the staff members' file.
- d. The Performance Review process reviews past performance positively and making plans for ongoing professional development to assist the individual achieve personal career goals and enhance workplace performance.
- e. The Training Manager works closely with Course Coordinators to conduct academic staff reviews. Academic staff reviews focus on a range of topics including:
 - i. academic staff duties, concerns, development activities and professional goals
 - ii. academic staff adherence to RGIT's policies and procedures relating to course delivery
 - iii. exploring ways in which RGIT can support academic staff to improve and enhance their opportunities to become more effective trainers
- f. Staff performance is monitored continuously, and support and feedback provided where appropriate.

4.7 Trainer / Assessor – Professional Development

- a. RGIT Australia puts in place an annual Staff Professional Development Plan.
- b. RGIT Trainers and Assessors are actively encouraged to continue developing their professional knowledge and skills relating to vocational education and training, Training Packages, learning and assessment practices (including competency-based training and assessment) through attending networks, forums, seminars and other competency based or modularised courses.
- c. All trainers and assessors will be provided with ongoing professional development opportunities in line with their job role to complement their existing skills.
- d. All trainers are required to provide monthly evidence of professional development related to industry currency of skills as well as development of VET knowledge to improve classroom practices. Professional development opportunities will be discussed and planned primarily during the Performance Review processes, however may also be agreed and organised as they arise.

- e. Academic staff are expected to engage in at least two professional development activities annually. For VET Trainers, one activity is to focus on educational pedagogy and the other on developing and enhancing the Trainer's industry skills and currency.
- f. RGIT conducts in house professional development opportunities regularly for all staff.
- g. All RGIT staff are strongly encouraged to engage in both internal and external professional development activities.
- h. Evidence of Trainer participation in professional development activities are to be placed in the staff members' file.
- i. Trainers are required to update their resumes and staff matrix annually to reflect their participation in industry and educational professional development activities.

4.8 Trainer/Assessor – Currency of Industry Competence

- a. RGIT Trainers and Assessors are actively encouraged to maintain currency of their industry vocational skills.
- b. Trainers and Assessors must maintain currency of their skills and knowledge in their industry area, through exposure to industry workplaces and / or participation in workplace tasks.
- c. RGIT requires Trainers and Assessors to provide evidence of the currency of their industry skills to units of competency/ modules being delivered by updating competency Mapping document at least twice a year.
- d. RGIT requires Trainers and Assessors to provide evidence of the currency of their industry skills to units of competency/ modules being delivered.

5. Responsibilities

The Operations Manager of RGIT Australia is responsible for ensuring compliance with this policy.

The Operations Manager of RGIT Australia must approve all new positions, vacancies and successful applicants.

Trainers and assessors take responsibility for their own professional development, maintaining vocational industry currency, and providing evidence of this each year.

6. Access and Equity

The RGIT Australia Access and Equity Policy applies.

7. Monitoring and Improvement

All staffing practices are monitored by the Human Resources Department of RGIT Australia and areas for improvement identified and acted upon, in collaboration with the Operations Manager.

8. Revision History

Revision	Date	Description of modifications
1.0	August 2019	Original. Replaced the Staff Recruitment and Professional Development Policy.
1.1	May 2020	Updated entity name, letterhead
1.2	September 2020	Updated the logo
1.3	May 2023	Updated entity name