Australian Technical College
WESTERN AUSTRALIA
RTO Code: 41279  CRICOS Code:03437B

# Staff Policy

Staff Policy
Version:002
Responsibility:  Management
Published:      20 February 2020
Review:         18 February 2021

Page 1 of 7
Campus:  All
RTO No.: 41279
CRICOS No.:  03437B

# Staff Policy

## 1. Purpose

Australian Technical College Western Australia (ATCWA) is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015).  As such, ATCWA is required to have appropriately qualified and experienced personnel along with processes for managing the competence of RTO personnel.

ATCWA 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.

## 1. Policy Statement

ATCWA 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. ATCWA will ensure that all trainers and assessors, including those with third party providers, are competent for the functions they perform.

ATCWA 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. ATCWA 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.

ATCWA 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.

Staff Policy
Version:002
Responsibility:  Management
Published:     20 February 2020
Review:        18 February 2021

Page 2 of 7
Campus:  All
RTO No.: 41279
CRICOS No.:  03437B

# Staff Policy

## 2. Definitions

**2.1 The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 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.

Staff Policy
Version:002
Responsibility:  Management
Published:     20 February 2020
Review:        18 February 2021

Page 3 of 7
Campus:  All
RTO No.: 41279
CRICOS No.:  03437B

**Australian Technical College**
WESTERN AUSTRALIA
RTO Code: 41279  CRICOS Code:03437B

## 3.  Policy Principles

### 3.1 Staff Recruitment and Selection

a) ATCWA 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 ATCWA 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) ATCWA ensures that, through the recruitment and selection process, all trainers and assessors are competent and suitably qualified to undertake their specified role.

e) ATCWA will site and take copies of original certification documents from successful applicants of their VET qualifications and vocational competencies.  These will be maintained on an individual staff file.

   i. Where certification documentation cannot be supplied by trainers and assessors verification of current competencies will be undertaken via a mapping process.

### 3.2 Trainer and Assessor Competency

a) ATCWA will ensure that all trainers will be selected based on the requirements of the Standards for RTOs 2015.

b) Training will only be delivered by persons who have:

   i. Vocational competencies at least to the level being delivered and assessed; and

   ii. Current industry skills directly relevant to the training and assessment being provided; and

   iii. Current knowledge and skills in vocational training and learning that informs their training and assessment; and

   iv.  the:

   - TAE40116 Certificate IV in Training and Assessment; or
   - TAE40110 Certificate IV in Training and Assessment (must include units: TAELLN411 and TAEASS502); and
   - All trainers/Assessors must also have also achieved the relevant qualification they are delivering or have achieved an equivalent or higher level qualification and have relevant current industry experience. All trainers with qualifications awarded overseas have formal evidence of equivalence from an approved Australian recognition authority.

   - In the case where industry experts are involved in assessment judgements, they must work alongside a qualified assessor to conduct the assessment.

Staff Policy
Version:002
Responsibility:  Management
Published:      20 February 2020
Review:        18 February 2021

Page 4 of 7
Campus:  All
RTO No.: 41279
CRICOS No.:  03437B

**Australian Technical College**
**WESTERN AUSTRALIA**
RTO Code: 41279  CRICOS Code:03437B

### 3.3 Trainers under "Direct Supervision"

a.  Whilst it is the policy position of ATCWA to only engage trainers / assessors with relevant trainer/assessor qualifications above, from time to time ATCWA may engage an individual who does not hold these competencies. These people /s will be under "Direct Supervision".

b.  Where ATCWA, engages an individual who does not hold the relevant trainer/assessor qualifications above, ATCWA will ensure the individual works under the supervision of a qualified trainer and that the "Supervised trainer" does not determine assessment outcomes.

c.  Trainers working under "Direct Supervision" From 1 April 2019, people working under such supervision arrangements will be required to hold one of the following:
    TAESS00007 Enterprise Trainer—Presenting Skill Set
    TAESS00014 Enterprise Trainer—Presenting Skill Set (or its successor)
    TAESS00008 Enterprise Trainer—Mentoring Skill Set
    TAESS00013 Enterprise Trainer—Mentoring Skill Set (or its successor)
    TAESS00003 Enterprise Trainer and Assessor Skill Set
    TAESS00015 Enterprise Trainer and Assessor Skill Set (or its successor).
    i.  Has vocational competencies at least to the level being delivered and assessed; and
    ii.  Has current industry skills directly relevant to the training ad assessment being provided.

d.  ATCWA ensures that any training conducted under Direct Supervision complies with Standard 1 of SRTOs 2015.

e.  ATCWA will ensure :
    i.  It determines and puts in place:
        ▪ The relevant level of supervision required to ensure a quality outcome; and
        ▪ Any requirements, conditions or restrictions necessary on the individual's involvement in the provision of training and collection of assessment evidence; and
    ii.  Trainers providing supervision monitor, and are accountable for, all training provision and collection of assessment evidence by the individual under their supervision.

### 3.4 Trainer / Assessor Induction

a.  Upon employment with ATCWA trainers and assessors will undertake a Staff Induction.

b.  ATCWA ensures that all trainers/assessors receive a comprehensive induction, which includes the provision of:
    i.  A Staff Induction Checklist Form (a checklist that ensures all Trainers/Assessors receive the required information;

Staff Policy
Version:002
Responsibility:  Management
Published:      20 February 2020
Review:        18 February 2021

Page 5 of 7
Campus:  All
RTO No.: 41279
CRICOS No.:  03437B

  ii. A Staff Handbook;

  iii. A Conflict of Interest Statement and a Confidentiality Agreement;

  iv. A Position Description.

c. The Director of Operation and/or Director of Studies of ATCWA 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 Staff Induction Checklist, which is signed by the Director of Operations or Director of Studies or relevant Management of ATCWA and kept on the Individual personnel file.

## 3.5 Trainer / Assessor - Performance

a. Performance of Trainers / Assessors is monitored through the performance observations and feedback processes, which incorporates:

  i. Client feedback during and after a training and assessment program (unit and end of course feedback surveys)

  ii. Trainers / Assessors Observations; and

  iii. Professional development records.

## 3.6 Trainer / Assessor – Professional Development

a. ATCWA 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.

b. All trainers and assessors will be provided with ongoing professional development opportunities in line with their job role to complement their existing skills and develop new ones.

c. Trainers and Assessors are expected to complete 21 hours of Professional development each year.

## 3.7 Trainer / Assessor – Currency of Industry Competence

a. ATCWA Trainers and Assessors are required 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. ATCWA requires Trainers and Assessors to justify the currency of their industry skills to units of competency/ modules being delivered (Trainer Matrix) .

Staff Policy
Version: 002
Responsibility: Management
Published: 20 February 2020
Review: 18 February 2021

Page 6 of 7
Campus: All
RTO No.: 41279
CRICOS No.: 03437B

## 4. Australian Technical College Western Australia Responsibilities

The Compliance Manager and/or Director of Operations and/or relevant Management of ATCWA is responsible for ensuring compliance with this policy.

The Director of Operations of ATCWA 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.

## 5. Access & Equity

The ATCWA Access & Equity Policy applies.  (See Access & Equity Policy)

## 6. Monitoring and Improvement

All staffing practices are monitored by the Director of Operations and /or the Compliance Manager and/or the Director of Studies of ATCWA and areas for improvement identified and acted upon. (See Continuous Improvement Policy)

Staff Policy
Version:002
Responsibility:  Management
Published:    20 February 2020
Review:       18 February 2021

Page 7 of 7
Campus:  All
RTO No.: 41279
CRICOS No.:  03437B