

Professional Development Policy

Policy Statement

The purpose of this policy is to describe Certified Training Resources Australia commitment in ensuring all staff and contractors, specifically our Trainers/Assessors, maintain their currency relevant to their job role within Certified Training Resources Australia, and in accordance with the requirements of the Standards of RTOs 2015, in the following areas:

1. Industry skills and knowledge directly relevant to the training and assessment being provided (as specified in Clause 1.13b of the Standards of RTOs 2015); and
2. Knowledge and practice of vocational training, learning and assessment including competency-based training and assessment (as specified in Clause 1.13c of the Standards of RTOs 2015).

Furthermore, the purpose of this Policy is to provide clear direction and guidelines with regards to accurately maintaining professional development.

Scope

This policy is applicable to all Certified Training Resources Australia staff and Contractors, namely Trainers/Assessors providing training and assessment service delivery and ancillary personnel who provide strategic support and/or administrative services within Certified Training Resources Australia.

Trainer Responsibilities

Certified Training Resources Australia Trainers/Assessors, including Contractors are required, as a component of their job role, to maintain their currency of skills, knowledge and experience through PD in the areas of both VET and industry.

Required Trainer and Assessor Competency

As of 31 March 2019, Trainers and Assessors must hold and have the responsibility in obtaining:

1. *vocational competencies at least to the level being delivered and assessed;*
2. *current industry skills directly relevant to the training and assessment being provided; and*
3. *current knowledge and skills in vocational training and learning that informs their training and assessment.*
4. *The RTO's training and assessment is delivered only by persons who have:*
 - *TAE40116 Certificate IV in Training and Assessment or its successor, or*
 - *TAE40110 Certificate IV in Training and Assessment plus the following units:*
 - *TAELLN411 (or its successor) or TAELLN401A; and*
 - *TAEASS502 (or its successor) or TAEASS502A or TAEASS502B; or*
 - *A Diploma or higher-level qualification in adult education.*
5. *Where a person conducts assessment only, the RTO ensures that the person has:*
 - *As above; or*
 - *TAESS00011 Assessor Skill Set or its successor*

Vocational Competency

Trainers must hold vocational competencies at least to the level being delivered and assessed. To demonstrate this, the trainer/assessor must provide Certified Training Resources Australia:

1. a copy of corresponding AQF certification documentation

2. equivalence mapping and supporting evidence to demonstrate required competencies. A good equivalence mapping tool must have the following:
 - a. include all the units the trainer is delivering
 - b. outline the trainer's professional and learning experience which clearly demonstrates:
 - (1) relevance to the requirement (provide a description)
 - (2) currency (ideally within the last year)
 - (3) sufficiency (at least 1 year in duration)
 - (4) authenticity (through verifiable evidence)
 - c. map the trainer's professional and learning experience against the individual requirements for each unit delivered

Industry Currency

Currency in skills will depend on the industry area. Examples of how Trainers/Assessors can demonstrate current industry skills include:

1. volunteering or working part-time in the industry area
2. undertaking accredited training relevant to the industry area
3. belonging to industry associations
4. engaging with industry
5. reading industry journals and subscriptions
6. staying informed about changes to technology
7. keeping up to date with changes to legislation

VET Professional Development

To be initiated by the Trainer/Assessor in order to maintain their knowledge and skills in the field of vocational education learning and assessment. PD activities can include:

1. Participation in courses, workshops, seminars, conferences, or formal learning programs;
2. Participation in mentoring, professional associations or other learning networks;
3. Personal development through individual research or reading of publications or other relevant information;
4. Participation in moderation or validation activities; and
5. Participation in industry release schemes.

The Trainer is responsible and accountable in identifying what and when is available in terms of maintaining their PD (both VET & Industry).

All Trainers/Assessors, including Contractors are responsible for ensuring their PD is completed at a time both appropriate for Certified Training Resources Australia and the Trainer, and will be at their own costs, unless otherwise agreed and approved by the Training Manager. Trainers may choose to utilise any annual leave or TOIL that may be accumulated, and/or take unpaid leave.

All Trainers/Assessors, including Contractors are expected to be active participants in any Certified Training Resources Australia team meetings, in particular, in relation to their PD development, i.e. Program Days, Trainer/Assessor and/or Vocational Competence upgrades, review meetings in line with the Trainer Profile and Compliance Checklist, in which Certified Training Resources Australia will coordinate.

PD Planning and Approval

Trainer/Assessor to provide the PD information to Training Manager for compliance, and checking it applies to their units delivered at Certified Training Resources Australia; and

1. Trainer/Assessor to request the time off to do the PD with their Training Manager, and all PD must be pre-approved by the Training Manager prior to attending any PD.

All time off for PD must work in conjunction with the Training Schedule. Appropriate time and notice must be given to the Training Manager in order to allow sufficient notice for any changes that may be required as a result of a Trainer/Assessor undertaking PD.

Administrative Responsibilities:

Trainers/Assessors, including Contractors are responsible for:

1. Updating their Trainer Profiles
2. Providing evidence to HR of their professional development

Certified Training Resources Australia Responsibilities

Certified Training Resources Australia will collaborate with each Trainer/Assessor in accordance with their Trainer Profile to ensure PD opportunities relevant to the individual is achieved.

Certified Training Resources Australia will oversee, in accordance with the Trainer Profile, to ensure all Trainers/Assessors, including Contractors participate in sufficient PD activities that are:

1. Deemed relevant and appropriate to their individual needs and areas of expertise to ensure their currency of industry skills and knowledge;
2. Include specified VET sector activities, including any mandated activities, as directed by Certified Training Resources Australia management; and
3. Documented and recorded appropriately.

When will PD Days and/or time off be paid?

1. Employees will be paid for attending and participating in any Certified Training Resources Australia team meetings, program days, any required upgrades relating to Trainer/Assessor and/or Vocational Competence, and review meetings as per the Trainer Profile; and
2. Other PD days must be requested prior to attendance and the Training Manager will review and either approve or not if the Trainer (employee or contractor) is to be paid for their PD day or time.

Risk

If PD is not correctly maintained and currency is not maintained of both VET and Industry, the Trainer/Assessor is at risk from continuing to operate and work as a Trainer/Assessor until their VET and industry currency is updated.

PD and maintaining currency in VET and Industry is considered essential requirements of a Trainers/Assessors job role. Certified Training Resources Australia reserves the right to take disciplinary action up to and including termination of employment, in the event that a Trainer/Assessor fails to maintain their PD currency, and thus unable to perform the requirements of their role.

Procedure

Organise and Conduct Industry Engagement Activities

No.	Person/s Responsible	Steps to take
A. Industry Consultation		
1	Training Manager	<p>(1) Identify industry stakeholder/s and organise a review to gain feedback on:</p> <ul style="list-style-type: none"> a. the course's training and assessment strategy (TAS) b. RTO practices c. teaching, learning, and assessment resources and equipment (required and provided) d. current industry skills of RTO's trainers and assessors <p>(2) Provide industry stakeholder/s with a copy of the following:</p> <ul style="list-style-type: none"> a. Training and Assessment Strategy document b. TAS Industry Consultation Form through email for review c. List of teaching, learning, and assessment resources and equipment (required and provided) d. trainer and assessor profiles
2	Industry Stakeholder	<p>(1) Reviews the following:</p> <ul style="list-style-type: none"> a. training and assessment strategy (TAS) b. RTO practices c. teaching, learning, and assessment resources and equipment (required and provided) d. trainer and assessor profiles <p>(2) Record all review findings in the Industry Engagement Form.</p>
3	Training Manager	Receives through email the outcomes of the review through the Industry Engagement Form .
B. Trainer Industry Engagement Consultation		
1	Training Manager	<p>(1) Periodically meets with Trainer/s to discuss industry engagement activities. Trainers' industry engagement methods may include but are not limited to:</p> <ul style="list-style-type: none"> a. Work site placement/visit b. Phone contact/Verbal interview c. Email or correspondence d. Seminar or Event <p>(2) Assigns Trainer/s to conduct industry engagement activity in a specific course area, qualification or unit. Information sources include but are not limited to:</p> <ul style="list-style-type: none"> a. Industry workplace managers/supervisors b. Fellow trainers in the industry c. Graduates of the course/s for which they are engaging in industry consultation
2	Trainer / Assessor	<p>(1) Gathers information from the industry source, on their assigned course area in terms of the following:</p> <ul style="list-style-type: none"> a. Changes and developments in the industry b. Training and skilling needs c. Regulatory requirements (if applicable) d. Policies and procedures e. Others. <p>(2) Records gathered information into the Trainer Industry Engagement Log.</p>

C. Trainer and Assessor Professional Development		
1	Training Manager / Team	<p>(1) Monitor professional development activities available in the industry in order to maintain vocational competence. These may include but are not limited to:</p> <ul style="list-style-type: none"> a. Industry events b. Seminars and workshops c. Short courses d. Industry Placement programs e. Internal professional development initiatives <p>(2) Attend professional development events as required or assigned.</p> <p>(3) Record professional development attendance in the Trainer Professional Development Form.</p>
D. Industry Market Analysis		
1	Training Manager / Team	<p>(1) Conducts market research and analysis as needed to obtain useful information about industry trends and opportunities. The market research process includes, but is not limited to:</p> <ul style="list-style-type: none"> a. gathering skilling trends and sector reports; b. identifying in-demand qualifications and training needs; c. understanding the current market environment. <p>(2) Reports findings to Management to inform decisions on launching new courses and additions of qualifications to scope.</p>
E. Workplace Observation		
1	Training Manager / Team	<p>(1) Determines potential workplace(s) or organisation(s) in which the skills and knowledge taught in Certified Training Resources Australia's training products are applied in practice. The selected workplace must mirror most, if not all, of the competencies and industry set-up involved in the training products offered by Certified Training Resources Australia.</p> <p>(2) Makes contact with the organisation to schedule a workplace visit for observation of industry practices currently implemented by the organisation. A workplace supervisor or manager is highly encouraged to be present during the visit. Aspects of the workplace setting to be observed include but are not limited to:</p> <ul style="list-style-type: none"> a. Equipment and facilities b. Competency-based skills and generic skills used in job roles/tasks c. Standard operating procedures d. Workplace interaction between Management and Employees e. OSHA potential risk exposure level <p>(3) Consults with the supervisor during the visit for further information about the workplace/organisation, as needed.</p> <p>(4) Records the relevant findings in the Workplace Observation Form.</p>
F. Consultation with Industry Skills Council and Industry Training Advisory Bodies		
1	CEO / Training Manager	<p>(1) Periodically meets with Trainer/s to discuss consultations with industry skills councils and/or training advisory boards when required, to obtain valuable industry advice in informing the development of training and assessment resources and improvements to RTO practices.</p> <p>(2) Assigns Trainer/s to conduct industry communication with the aforementioned stakeholders or industry representatives.</p>
2	Training Manager or	<p>(1) Gathers information from industry skills councils or advisory bodies, on their assigned course area.</p>

	Trainer / Assessor	(2) Records gathered information into the Industry Communication Form.
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Evaluate the Review Outcome and Implementation

No.	Person/s Responsible	Steps to take
1	CEO / Training Manager	(1) Review the gathered data from the various industry engagement activities done in a given calendar period. (2) Evaluate the feedback and recommendation for: <ol style="list-style-type: none"> the relevant training and assessment strategy RTO practices teaching, learning, and assessment resources and equipment trainer and assessor skills and development (3) Where gaps in the training and assessment methods are identified, determine rectifications in Certified Training Resources Australia's practices to better reflect current industry trends. (4) Record and assign actionable items to Relevant Staff.
2	Relevant Staff	(1) Implement all the changes or improvements recommended by the industry stakeholders. (2) Communicate changes to relevant stakeholders for further implementation.

Retain Evidence

No.	Person/s Responsible	Steps to take
1	Training Manager	(1) Retain all kinds of evidence (recent and non-recent) of engagements with industry stakeholders. This includes consultations and review outcomes.

Opportunities for Improvement

No.	Person/s Responsible	Steps to take
1	Training Manager / Relevant Staff	(1) Record / lodge any identified continuous improvement opportunity in the Continuous Improvement Register and send the invoice to student / employer. (2) Review the opportunities for improvement related to industry engagement during the Compliance and Continuous Improvement Meetings.