



Australian Leading Institute of Technology

RTO Code: 45156

CRICOS Code: 03981M

No.4.1.6: Requirements for Trainer and Assessor Policy and Procedure

Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	Standards for RTOs 2015 – Standard: 1.3(a); 1.6(b); 1.13; 1.14; 1.15; 1.16; 1.20(b); 1.22; 1.23; 1.24; 6.1(a);
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

Purpose

The purpose of this policy and procedure is to ensure that:

- Trainers and Assessors of ALIT follow the code of practice for Assessors according to Training and Assessment Training Package assessment guidelines
- ALIT complies with the applicable NVR Standards regulated by the National VET Regulator - Australian Skills Quality Authority (ASQA)

Objectives

The objective of this policy and procedure is to ensure that ALIT;

- Has suitable and appropriate training and assessment staff according to the guidelines provided by the current Training and Assessment Training Package assessment guidelines and the current National Standards and legislation for registered training organisations
- Supports the policy framework for ALIT compliance framework
- Personnel are aware of their responsibilities and obligations

Scope

This policy and procedure applies to all ALIT staff. It is the responsibility of every ALIT staff member to comply with the applicable regulatory and legislative requirements and standards.

General Processes

1. Code of practice for Assessors

The Code of Practice detailed below is included in the TAE40116 Certificate IV in Training and Assessment Training Package, assessment guidelines to support professionally responsible and ethical assessment practice and to guide trainers and assessors in the responsibilities of their work. This code is loosely based on an international code developed by the National Council for Measurement in Education. The code reinforces the performance outcomes of the training and assessment. Training Package assessment units.

- The differing needs and requirements of the candidates, the local enterprise/s and/or industry are identified and handled with sensitivity.
- Potential forms of conflict of interest in the assessment process and/or outcomes are identified, and appropriate referrals are made, if necessary.
- All forms of harassment are avoided throughout the assessment process and in the review and reporting of assessment outcomes.
- The rights of candidates are protected during and after the assessment process.
- Candidates are made aware of their rights and processes of appeal.
- Personal or interpersonal factors that are irrelevant to the assessment of competence must not influence the assessment outcomes.
- Evidence is verified against the rules of evidence assessment decisions are based on available evidence that can be produced and verified by another assessor.
- Assessments are conducted within the boundaries of the assessment system policies and procedures.
- Formal agreement is obtained from candidates and the assessor that the assessment was carried out in accordance with agreed procedures.
- Assessment systems and tools are consistent with equal opportunity legislation.
- Candidates are informed of all assessment reporting processes prior to the assessment.

- Candidates are informed of all known potential consequences of assessment decisions, prior to the assessment.
- Confidentiality is maintained regarding assessment decisions/outcomes and records of individual assessment outcomes which identify personal details are only released with the written permission of the candidate/s.
- Assessment outcomes are used consistently with the purposes explained to candidates.
- Self-assessments are periodically conducted to ensure current competence against the Training and Assessment Training Package competency standards.
- Professional development opportunities are identified and sought.
- Opportunities for networking amongst assessors are created and maintained.
- Opportunities are created for technical assistance in planning, conducting and reviewing assessment practice and participating in validation.

Reference: Code of Practice for Assessors is from the TAE40116 Training and Assessment Training Package, assessment guidelines.

The ALIT will ensure that it has sufficient trainers and assessors to deliver the training and assessment, as well as trainers and assessors who hold current industry skills related to the industries.

Where an individual who is not an official trainer or assessor is engaged in the practices of delivering training and assessment, that individual must work under the supervision of a trainer or assessor and must not be active in determining assessment outcomes. Furthermore, the ALIT ensures that any individual working under the supervision of a trainer:

- holds a training and assessment credential in TAE40116,
- has vocational competencies at least to the level being delivered and assessed
- has current industry skills directly relevant to the training and assessment being provided.
- does not determine assessment outcomes
- all assessors and trainers, regardless, must hold the following credentials:
 1. TAE40116 Certificate IV in Training and Assessment or its successor, or;
 2. TAE40110 Certificate IV in Training and Assessment, and one of the following:

- a) TAELLN411 Address adult language, literacy and numeracy skills or its successor or
 - b) TAELLN401A Address adult language, literacy and numeracy skills and one of the following:
 - i. TAEASS502 Design and develop assessment tools or its successor or
 - ii. TAEASS502A Design and develop assessment tools or
 - iii. TAEASS502B Design and develop assessment tools.
- Work under the supervision of a trainer that meets the requirements of the credentials necessary above.

The ALIT establishes and enforces the following for individuals requiring supervision:

- the level of supervision required
- any requirements, conditions or restrictions considered necessary on the individual's involvement in the provision of training and collection of assessment evidence
- that trainer providing supervision monitor and are accountable for all training provision and collection of assessment evidence by the individual under their supervision.

Any trainer or assessor delivering training or assessments:

- if delivered on or prior to 30 June 2019, is delivered only by persons who have the training and assessment credential specified in Item 1 or Item 2 or Item 3 of Schedule 1.
- if delivered on or after 1 July 2019, is delivered only by persons who have the training and assessment credential specified in Item 2 or Item 3 of Schedule 1

When a person conducts assessments only, the ALIT ensures that:

- on or prior to 30 June 2019, the person has the training and assessment credential specified in Item 1, or Item 2, or Item 3, or Item 4, or Item 5 of Schedule 1; or

- on or after 1 July 2019, the person has the training and assessment credential specified in Item 2, or Item 3, or Item 5 of Schedule 1.

ALIT's training and assessment is only to be delivered by those who have:

- vocational competencies at least to the level being delivered and assessed
- current industry skills that are directly relevant to the training and assessment being provided
- the current knowledge and skills in vocational training and learning that informs their training and assessment

The ALIT also ensures that all trainers and assessors undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment.

2. Characteristics of an Assessor /Trainer

The important characteristics of an assessor / trainer are mentioned below:

- Unbiased and impartial
- Confidential
- Independent
- Observant, good listener
- Knowledgeable
- Sense of Humour
- Approachable
- Sensitive
- Enthusiastic
- Articulate
- Confident
- Patient
- Well organised
- Supportive
- Available

3. First impressions of an Assessor/ Trainer

- Positive and balanced attitude: open minded, curious and respectful
- Professional appearance
- Alert and focused
- Able to establish rapport with students
- Prepared and organised
- Open and communicative

Procedures

Sr. No.	Procedure Steps	Responsibility	Reference
1	Code of practice for Assessors to follow	Trainer/ Assessor	
2	Characteristics of an Assessor/Trainer to follow	Trainer/ Assessor	
3.	First impression of an Assessor/Trainer	Trainer/ Assessor	
4.	Compliance and quality assurance requirements	CEO	

Version Control:

Document Name		No.4.1.6: Requirements for Trainer and Assessor Policy and Procedure V2.0 20062023		
Document Code		V 2.0 20062023		
Approve By		CEO	Date Approved	20.06.2023
Revision History				
Version	Date of Changes	Change Summary	Author	Review Due
V1.0	October 2022	Original	VET management	June 2023
V2.0	June 2023	Updated & reviewed	VET management	June 2024
Organisation		Australian Leading Institute of Technology		
Document Controller		Operation and Compliance Officer		