

Staff Qualifications, Competencies and Supervision Policy

Policy Statement

Meerilinga trainers and assessors must hold the TAE40110 Certificate IV in Training and Assessment or its successor as a minimum; and

- i. be able to demonstrate vocational competencies at least to the level being delivered and assessed; and
- ii. be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and trainer/ assessor competence.

Vocational competence would include the trainers and assessors to hold or be working towards the most current nationally approved Qualification/s as listed on Meerilinga's scope. Training and assessment staff have 6 months from commencement of employment or for existing staff 30 days to enroll from the implementation date of this policy plus 6 months to attain the nationally approved Qualification/s they train/assess in. Employees may enroll with Meerilinga Training College under its enterprise arrangement.

Trainers and assessors will undertake professional development in VET, and specifically in competency-based training and assessment.

All trainers and assessors need to complete the Competency Profile form on appointment and maintain this annually to record mandatory qualifications, vocational competencies and continuous development required in maintaining the currency and the evidence to support their statement.

In all instances it is at The Chief Executive Officer's approval to employ a person under supervision. Where 'Under Supervision' is approved by the Chief Executive Officer the Executive Manager will ensure all trainers and assessors adhere to the related Standards for Registered Training Organisation 2015 or its successor.

Policy Purpose

The purpose of this policy is to ensure that all Trainer and Assessors have the qualifications and competencies as required by the Standards for Registered Training Organisations 2015 and to record the update of:

- a. those requirements and
- b. the arrangements to supervise trainers or assessors who do not currently have those qualifications and competencies and/or are in the process of acquiring them.

Policy Review

At least annually or from time to time the organisation may make changes to this policy to improve the effectiveness of its operation and customer service.

Scope

This policy applies to all Trainers / Assessors employed by MTC including those employed on a fee for service or contract basis.