# SECTION 1 – TRAINER / ASSESSOR DETAILS

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Details | | | | | | | |
| First Name |  | | | | | | |
| Last Name |  | | | | | | |
| Department |  | | | | | | |
| Position | Trainer/Assessor | | Trainer | | Assessor | Under Supervision | |
| Employment status | Full time | | Part time | | Casual | Contractor | |
| Contact Details | | | | | | | |
| Work Telephone |  | | | | | | |
| Mobile |  | | | | | | |
| Email |  | | | | | | |
| Training Product/s Delivered | | | | | | | |
| Code | **Title** | | | | | | |
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| General Information | | | | | | | |
| Employed By | Intelligent Training Solutions Pty Ltd | | | | | | |
| Employment Period | **YEAR STARTED** |  | | **CURRENT CONTRACT END DATE** | | |  |
| Documents on file | **RESUME** |  | | **WWCC** | | |  |
| **EMPLOYEE AGREEMENT** |  | | **QUALIFICATIONS** | | |  |
| Staff records held by | Morten Server (ITS) – [www.staff.its.edu.au](http://www.staff.its.edu.au) | | | | | | |
| Are you under direct supervision |  | | | | | | |

# SECTION 2 – TRAINER/ASSESSOR COMPETENCY

**VET Quality Framework Reference: SRTO 1.14 – 1.15, 1.18a**

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| **Clause 1.13**  In addition to the requirements specified in clause 1.14 and clause 1.15, the RTOs training and assessment is delivered only be persons who have:   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 3. Current knowledge and skills in vocational training and learning that informs their training and assessment   Industry experts may also be involved in the assessment judgement, working alongside the trainer and/or assessor to conduct the assessment.  **Clause 1.14**  The RTO’s training and assessment:   * If delivered on or after 1 July 2019, is delivered only be persons who have the training and assessment credential specified in Item 2 **or** Item 3 of [Schedule 1](https://www.legislation.gov.au/Details/F2019C00503)   **Clause 1.15**  Where a person conducts assessments only, the RTO ensures that:   * 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](https://www.legislation.gov.au/Details/F2019C00503)   **Clause 1.16**  The RTO 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. |

| Training and Assessment Qualifications | | Provider Information | Award Issue Date | Manager to Complete | |
| --- | --- | --- | --- | --- | --- |
| Verified qualification or documents  (signature and date) | Copy on file |
|  | TAE40110 Certificate IV in Training and Assessment and one of the following –TAELLN401A/TAELLN411 Address adult language, literacy and numeracy skills (or its successor) PLUS one of the following TAEASS502A/TAEASS502B/ TAEASS502 Design and develop assessment tools (or its successor) |  |  |  |  |
|  | TAE40116 Certificate IV in Training and Assessment (or its successor) |  |  |  |  |
|  | Diploma related to adult education  Insert qualification title, provider and year obtained. |  |  |  |  |
|  | Higher qualification in adult education  Insert qualification title, provider and year obtained. |  |  |  |  |
|  | Working under direct supervision (provide evidence via Direct Supervision Plan*)* | +Must hold one of the Enterprise Trainer Skill Sets listed below | | |  |
|  | TAESS00003 Enterprise Trainer and Assessor Skill Set |  |  |  |  |
|  | TAESS00007 Enterprise Trainer – Presenting Skill Set |  |  |  |  |
|  | TAESS00008 Enterprise Trainer – Mentoring Skill Set |  |  |  |  |
|  | TAESS00013 Enterprise Trainer – Mentoring Skills Set (or its successor) |  |  |  |  |
|  | TAESS00014 Enterprise Trainer – Presenting Skill Set (or its successor) |  |  |  |  |
|  | +TAESS00015 Enterprise Trainer and Assessor Skill Set (or its successor) |  |  |  |  |

| ASSESSOR ONLY | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | Assessor Skill Set | \*\*Must hold one of the credentials listed below prior to 31 March 2019  ^Must hold one of the credentials listed below on, or after 1 April 2019 | | |  |
|  | TAE40110 Certificate IV in Training and Assessment |  |  |  |  |
|  | TAE40110 Certificate IV in Training and Assessment and one of the following –TAELLN401A/TAELLN411 Address adult language, literacy and numeracy skills (or its successor) PLUS one of the following TAEASS502A/TAEASS502B/ TAEASS502 Design and develop assessment tools (or its successor) |  |  |  |  |
|  | TAE40116 Certificate IV in Training and Assessment (or its successor) |  |  |  |  |
|  | A diploma or higher level qualification in adult education |  |  |  |  |
|  | TAESS00001 Assessor Skill Set |  |  |  |  |
|  | TAESS00001 Assessor Skill Set and one of the following: TAEASS502A/TAEASS502B/TAEASS502 Design and develop assessment tools (or its successor) |  |  |  |  |
|  | TAESS00011 Assessor Skill Set (or its successor) |  |  |  |  |

**SECTION 3 – VOCATIONAL COMPETENCE (TRAINER / ASSESSOR MATRIX)**

Vet Quality Framework Reference: SRTO 1.13a

Provide details of how you meet the **vocational competence** requirements of each unit you are delivering or assessing.

This may be through holding the same unit, holding an older version of the same unit and verifying there are no gaps, holding an older version of the same unit and providing details of how gaps have been addressed, other formal qualifications, professional development activities, evidence from work in industry, etc. Please ensure all areas of the unit of competency are addressed through the evidence provided.

| Unit of Competency delivered/assessed | Description of how the requirements of the unit have been addressed – must be in detail and address the entire  unit of competency  (include codes, titles and dates for any training or qualifications) | Verifiable evidence  (i.e. certificates, statements) | Manager to Complete | |
| --- | --- | --- | --- | --- |
| Evidence sighted and sufficient information for equivalence  (signature and date) | Copy on file |
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**SECTION 4 – EVIDENCE OF CURRENT INDUSTRY SKILLS**

**Vet Quality Framework Reference: SRTO 1.13b**

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

1. having knowledge of and/or experience using the latest techniques and processes;
2. possessing a high level of product knowledge;
3. understanding and knowledge of legislation relevant to the industry and to employment and workplaces;
4. being customer/client-oriented;
5. possessing formal industry and training qualifications; and
6. training content that reflects current industry practice.

Source: [Standards for Registered Training Organisations (RTOs) 2015](http://www.comlaw.gov.au/Details/F2014L01377)

**Provide details of work in industry, networking, updating of knowledge and skills through professional development, etc. that demonstrates currency of developing and applying vocational skills relevant to the qualifications and units being delivered and assessed.**

| *Unit of Competency being delivered/assessed*  *(ensure all units of competency being delivered and assessed are listed below as currency relates to every unit)* | *Details of currency activities including:*   * *Organisation involved* * *Dates each activity was undertaken* * *Timeframe* * *Details of the tasks and duties undertaken in the industry environment* * *Details of the knowledge and skills covered by the PD activity* |
| --- | --- |
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**NOTE: For information on this Sections 5 and 6, please refer to the team members professional development record. Details on what activities have been completed throughout the year, including who provided the training/PD can all be found with their PD record.**

# SECTION 5 – Evidence of current knowledge and skills in vocational education and training to inform training and assessment practices

**Vet Quality Framework Reference: SRTO 1.13c**

# SECTION 6 – Professional development planning

***Vet Quality Framework Reference: SRTO 1.16***

*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:*

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.*

***Identify any areas requiring professional development to address in the upcoming financial year. Where possible, identify where the professional development may be undertaken. Once professional development has occurred, remove from this table and put the details in the appropriate sections of this profile.***

# SECTION 7 - Declaration and Verification

|  |  |
| --- | --- |
| Trainer / Assessor to complete | |
| I, Click here to enter text., declare that the information provided on this profile and any related documentation is true and accurate. I give permission for my employer to verify the accuracy of information provided. | |
| Signature |  |
| Date | Click here to enter a date. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| RTO Manager to complete | | | | | | | | | | |
| Sufficient evidence provided to meet the requirements of the Standards for RTOs 2015 | | | | | Where relevant, documentation has been provided for: | | | | | |
| Y | **N** | **NA** |  | |  | |  |  | |  |
|  |  |  | SRTO 1.13a – Vocational competence (at least to the level being delivered and assessed) | | | | | | | |
|  |  |  | SRTO 1.13b – Current industry skills | | | | | | | |
|  |  |  | SRTO 1.13c – Current knowledge and skills in vocational education and training | | | | | | | |
|  |  |  | SRTO 1.14 – Trainer/Assessor qualifications (pre/post 1 April 2019) | | | | | | | |
|  |  |  | SRTO 1.15 – Assessor qualifications for assessment only staff (pre/post 1 April 2019) | | | | | | | |
|  |  |  | SRTO 1.16 – Professional development planning and implementation | | | | | | | |
|  |  |  | SRTO 1.18a – Working under supervision | | | | | | | |
| Other Comments | | | | | | | | | | |
| RTO Manager Name | | | | ALEXANDER MUELLER | | | | | | |
| RTO Manager Signature | | | |  | | **Date** | | |  | |