Skilled Trainers and Assessors Policy and Procedure

Purpose

This policy and procedure ensures that GET Education Australia meets the requirements of the Standards by:

- Employing only skilled trainers and assessors
- Providing supervision of trainers where needed
- Employing experts to teach trainers and assessors
- Employing a sufficient number of trainers and assessors for the qualifications and courses on its scope of registration.

This policy and procedure complies with Clauses 1.13 – 1.24 of the Standards.

Policy

1. **Qualifications and experience of trainers and assessors**
   - GET Education Australia employs skilled trainers and assessors. This means trainers and assessors have:
     - Vocational competencies at least to the level being delivered and assessed
     - Current industry skills directly relevant to the courses they deliver
     - Current knowledge and skills in vocational training and learning that informs their training and assessment

Note: Under the Standards, each trainer and assessor is required to have vocational competencies at least to the level being delivered and assessed. This does not mean the trainer and assessor is required to hold that exact qualification or any specific unit of competency unless this is specified in the training package.

In some cases, people may have significant industry experience but not hold any formal qualifications—in such cases, GET Education Australia will analyse the skills and knowledge the trainer and assessor delivers and compare it to the trainer and assessor's actual industry skills and knowledge. GET Education Australia will consider all units of competency (including electives) in this analysis to ensure that requirements for trainers and assessors specified in the training package or accredited course are met.

(https://www.asqa.gov.au/faq/the-accreditation-for-vocationally-competent-does-trainer-and-assessor-need-hold-qualification-and)

- All trainer/assessors must hold either TAE40116 Certificate IV in Training and Assessment and
  - a. one of the following:
    - TAELLN411 Address adult language, literacy and numeracy skills as its successor or
    - TAELLN411A Address adult language, literacy and numeracy skills
  - and one of the following:
    - TAEASSN402 Design and develop assessment tools or its successor or
    - TAEASSN402A Design and develop assessment tools or
    - TAEASSN402B Design and develop assessment tools