



Trainer & Assessor Recruitment Policy & Procedure

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Purpose & Legislative Background

This policy and procedure ensure that MAEI meets the requirements of the Standards by:

- Employing only skilled trainers and assessors.
- Employing experts to teach trainers and assessors.
- Employing enough trainers and assessors for the qualifications and courses on its scope of registration.

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

Note: clause 1.21 is no longer applicable

Scope

This policy applies to all current and prospective staff involved, who will either be involved in the recruitment process or apply for a trainer and assessor position at MAEI.

Policy

1. Qualifications and experience of trainers and assessors

- MAEI 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 are directly relevant to the courses they deliver.
 - Current knowledge and skills in vocational training and learning that informs their training and assessment.
- In accordance with Standards 1.14 & 1.15, all trainers/assessors delivering on or after 1 July 2019, hold:
 - 1) TAE40116 Certificate IV in Training and Assessment
 - 2) TAE40110 Certificate IV in Training and Assessment plus the following units:
 - a. either TAELLN411 or TAELLN401A, and
 - b. either TAEASS502 or TAEASS502A or TAEASS502B
 - 3) Diploma or higher-level qualification in adult education.
- All individuals involved in delivering training will be suitably qualified as a trainer as per the Standards and therefore supervision is not required.
- All trainers/assessors are required to demonstrate their vocational competency and current industry skills through their CV, qualifications, skills matrix, employment verification records. This should be submitted before confirming employment.

- All trainers will be advised during the recruitment process that MAEI reserves the right to directly contact the issuing provider to verify the authenticity of their qualifications.
- All trainers will be advised, if requested they are liable to provide a complete record of the USI from their portal to verify their qualifications/ credentials.

2. Professional development

- All trainers/assessors participate in regular professional development in the areas of:
 - The field of their delivery
 - Vocational Education and Training knowledge
 - Competency-based training and assessment
- Professional development may include attendance at conferences, training sessions, networking meetings, participating in nationally recognized training, reading articles and discussion papers, subscriptions to e-newsletters and magazines.
- Trainers/assessors must ensure they complete at least two professional development activities in each of the above categories per year.
- Professional development plans and records of professional development undertaken by each trainer/assessor are kept on record and reviewed annually.
- MAEI monitors professional development completed by its trainers/assessors to ensure the above requirements are met.

3. Industry experts involved in assessment

- Industry experts in specialist areas may be involved in an assessment process, working alongside the assessor to conduct the assessment.

Procedure

A. Vocational competency and industry currency

- Vocational competency and industry currency of trainers and assessors should be demonstrated through a combination of:
 - ❖ Copies of qualifications and transcripts
 - ❖ A completed *Trainer/Assessor Skills Matrix*
 - ❖ CV
 - ❖ Business Profiles/ Testimonials (*if running their own business*) or
 - ❖ Industry Reference letters from employers where applicable
 - ❖ Detailed chat with provided industry reference; MAEI reserves the right to directly contact the references provided during the recruitment process for verification of information provided.
 - ❖ Any verbal verification should be reconfirmed on an email between the MAEI staff and the Referral contact.
- In the skills matrix, the trainer/assessor must discuss their recent relevant experience in relation to each unit they are delivering. They should refer to the contents of each unit and

ensure they discuss their working experience as relevant to the unit to demonstrate they are suitable for delivery.

- The skills matrix should be reviewed by the Compliance Manager to ensure its suitability. The trainer/assessor may be asked to provide additional information where it is not suitable. This information should be provided via email as a separate statement or as an amendment to the Skills Matrix if flagged by the Compliance Manager.

CVs should be checked to ensure the suitability of experience and confirm vocational competency and industry currency

B. Copies of qualifications

- Collect copies of qualifications and statements of attainment from the trainer/assessor, relevant to the area they are delivering.
- Ensure the trainer/assessor holds the Certificate IV in Training and Assessment or other acceptable qualification as required by 1.14 and 1.15 and Schedule 1 of the Standards.
- Ensure the trainer/assessor holds suitable industry-relevant qualifications at least to the level being delivered. It is preferred that the trainer/assessor holds the qualification they are delivering however this may not be required where the skills matrix is extensive and demonstrates equivalence.
- If the training package is superseded and where the trainer holds a superseded qualification; the trainer should provide a detailed explanation in the trainer matrix or in a separate statement to demonstrate equivalence
- Store all records in the staff file.

C. Professional development plan

- All trainers/assessors are to provide evidence of their ongoing Professional Development Plan before the commencement of their employment.
- All trainers/assessors are to develop a Professional Development Plan after discussion with the Academic Manager at the commencement of their employment.
- It should include a plan for professional development in relation to:
 - ❖ Their industry area
 - ❖ Vocational Education and Training (VET) sector knowledge
 - ❖ Competency-based training and assessment
- This should be kept in the staff file.

Plans should be monitored to ensure staff are continually attending professional development throughout the year.

D. Professional development logs

- All trainers/assessors are required to keep records of Professional Development they attend throughout the year by recording it on the Professional Development Log and attaching copies of certificates (where relevant).
- The trainer/assessor is required to ensure they are developing in all three areas as outlined above. This will be monitored for each trainer by the Academic Manager.

Management Action & Responsibility

This policy and procedure must be approved by the CEO prior to implementation.

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| Policy development | Compliance Manager |
| Policy implementation | Staff (teaching and non-teaching) |
| Policy monitoring | Compliance Manager & staff |
| Approval | CEO |

Version History:

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|-------------------|--|
| v1.0 | Initial development |
| V2.0 | Include Management Action & Responsibility |
| Policy monitoring | Compliance Manager & staff |
| Approval | CEO |

Next review date: July 2025