



**TRAINER AND ASSESSOR PROFESSIONAL
DEVELOPMENT**

POLICY AND PROCEDURES

Document ID	Trainer and Assessor Professional Development Policy and Procedures
Related Documents	<ul style="list-style-type: none"> - Continuous Improvement Policy and Procedures; - Privacy and Data Protection Policy and Procedures; - Access and Equity Policy and Procedures;
Date	April 2022
Approved / Authorised by	Principal
Version	1.0
References and Legislation	<ul style="list-style-type: none"> - Education Services for Overseas Students Act 2000 (Cth); - Education Services for Overseas Students Regulations 2001; - National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

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I Purpose

The purpose of this Policy and its related procedures is to clearly outline Hallmark Institute ('the Institute') policy on Trainer and Assessor Professional Development, and to:

- a) Comply with the relevant standards of National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 ('the National Code 2018');
- b) Comply with the relevant standards of the Standards for Registered Training Organisations (RTOs) 2015 Standard 1, Clauses 1.13 - 1.16 Employ skilled trainers and assessors.

2 Scope

- 2.1 This Policy identifies the principles to ensure that all practices related to the recruitment, professional development, and performance management of Trainers and Assessors in all nationally recognised AQF qualifications and units provided by The Institute are designed to provide quality learning experiences for students.
- 2.2 This Policy applies to all staff or contractors delivering training and assessment in VET programs and authorising the issue of Nationally Recognised VET AQF awards.
- 2.3 It should be noted that the procedures set out in this document do not replace or modify procedures or any other responsibilities which may arise under other policies or under statute or any other law.
- 2.4 This document should be read in conjunction with other related policies.

3 Policy Statement

- 3.1 The Institute recruits, selects, professionally develops and performance manages suitably qualified and experienced trainers to provide quality learning experiences for the students and positive outcomes for clients. Trainers and Assessors engage in industry relevant, reflective training and assessment practices.
- 3.2 The Institute Training and Assessment is delivered only by persons who have training and assessment qualifications, vocational competencies, current industry skills pertinent to the training and assessment being provided and have current knowledge and skills in vocational training and learning that informs their training and assessment.

4 General Principles

- 4.1 Training and assessment are delivered by trainers and assessors who have qualifications specified in Clauses 1.14 and 1.15 of The Standards for RTOs (2015), including vocational competencies at least to the level being delivered and assessed, current industry skills directly relevant to the training and assessment being provided and current knowledge and skills in vocational training and learning that informs training and assessment.
- 4.2 All Institute Trainers and Assessors are given the opportunity to maintain and update skills and knowledge relating to delivering training and assessment services. The professional development of Trainers and Assessors ensures continued development of knowledge and skills in their relevant industry area. The Institute professional development plan outlines strategies for trainers and assessors to gain and maintain their VET knowledge and skills and

their vocational currency and map these competencies on The Institute Professional Development Plan.

- 4.3** All Trainers and Assessors receive structured induction and professional development in The Institute policies and procedures, including administrative systems, teaching, and learning practices, work health and safety, structure of The Institute and all roles and responsibilities.
- 4.4** The Institute will ensure, wherever possible, that specialised Trainers and Assessors who meet or exceed qualifications requirements provide training and assessment services. In circumstances where this is not possible, Trainers and Assessors with marginal qualifications and/or experience may work under supervision arrangements in accordance with The Standards for RTOs (2015).
- 4.5** All relevant Human Resources documentation and processes, including position descriptions, employment agreements/contracts, and performance management recognise, specify and meet the requirements of Trainers/Assessors.
- 4.6** The Institute provides opportunities for Trainers and Assessors to demonstrate and document skills as part of the Professional Development Plan.

5 Professional Development Policy and Procedure

- 5.1** The CEO is responsible for ensuring professional development activities are scheduled and completed by all Trainers and Assessors.
- 5.2** All Trainers and Assessors are required to complete a minimum of 20 hours of Professional Development activities throughout a calendar year and maintain evidence of this Professional Development for compliance purposes.
- 5.3** The Professional Development activities could take the form of the following types of activities:
 - Attendance at formal training sessions
 - Membership of an industry body
 - Attendance at meetings held by Industry Bodies
 - Up-grading of qualifications
 - External consultation in relation to job specific information
 - Specific Training Package workshops
 - Government / Industry run workshops on training topics / compliance requirements
- 5.4** The Professional Development activities may be in relation to any activity where a Trainer and Assessor is increasing or gaining skills or knowledge related to their ability to deliver training & assessment services.
- 5.5** All Professional Development activities must be supported with evidence of the activity undertaken. This evidence may include:
 - Agenda and minutes of a network meeting
 - Evidence of completion / enrolment of formal training
 - Summary of information received at industry specific meeting
 - Evidence of attendance at informal training sessions / workshops and content covered
- 5.6** Each Professional Development activity is to be recorded by the staff member using a Trainer Professional Development Log. The recording of this information is to be completed within one week of the activity being undertaken and maintained on the 'Trainer Profile'.
- 5.7** The 'Trainer Professional Development Log' is to be monitored regularly by the CEO to ensure all staff are completing these Professional Development activities as required.

- 5.8** As part of the 'Staff Appraisals' process this Trainer Professional Development Log is to be monitored to ensure relevant activities are being planned and undertaken.
- 5.9** The 'Trainer Professional Development Log' must be kept on each staff members file and must be current at all times.

6 Further Information and Assistance

- 6.1** Trainers and Assessors should seek clarification on any aspects of this Policy and its related Procedures prior to accepting an offer of employment.
- 6.2** Contact details for the Institute are outlined as follows:

Phone: +61 2 9066 6903

Address: Suite 603, Level 6
2 Meredith Street,
BANKSTOWN NSW 2200

Email: admin@hallmarkinstitute.edu.au