

RTO005 Policy Trainers and Assessors

1. Purpose

The purpose of this policy is to ensure that Health Information Management Association of Australia Limited (HIMAA) Education Officers hold the necessary qualifications and current industry skills relevant for training and assessing HIMAA's courses.

2. Scope

This policy applies to the Training Manager, Education Officers and Quality and Compliance Officer.

3. Standard 1 Clauses 1.13 – 1.16

1.13 In addition to the requirements specified in clause 1.14 and clause 1.15, the RTO's training and assessment is delivered only by persons who have:

- a) Vocational competencies at least to the level being delivered and assessed
- b) Current industry skills directly relevant to the training and assessment being provided and
- c) 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.

1.14 The RTO's training and assessment is delivered only by persons who have:

- a) Prior to 1st January 2016, the training and assessment qualification specified in Item 1 or Item 2 of Schedule 1 or demonstrated equivalence of competencies: and
- b) From 1st January 2016, the training and assessment qualification specified in Item 1 or Item 2 of Schedule 1.

1.15 Where a person conducts assessment only, the RTO ensures that the person has:

- a) Prior to 1st January 2016, the training and assessment qualification specified in Item 1 or Item 2 or Item 3 of Schedule 1, or demonstrated equivalence of competencies; and
- b) From 1st January 2016, Item 1 or Item 2 or Item 3 of Schedule 1.

1.16 The RTO ensure 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.

Schedule 1

Item	Relevant Standard	AQF Qualification or Unit of Competency
1	1.14 1.15	TAE40110 Certificate IV in Training and Assessment or its successor.
2	1.14 1.15	A Diploma or higher level qualification in adult education.

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3	1.15	TAESS0001 Assessor Skill Set or its successor
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4. References

This policy has been developed within the guidelines for:

- Standards for Registered Training Organisations (RTOs) 2015
- Users Guide Standards for Registered Training Organisations (RTOs) 2015
- RTO005 SOP Trainers and Assessors
- RTO001 Policy Training and Assessment Strategies and Practices
- RTO001 SOP Training and Assessment Strategies and Practices
- RTO002 Policy Industry Relevance
- RTO002 SOP Industry Relevance
- RTO003 Policy Learner Support Services
- RTO003 SOP Learner Support Services
- RTO004 Policy Assessment
- RTO004 SOP Assessment
- RTO006 Policy Individuals Working under Supervision of a Trainer
- RTO006 SOP Individuals Working Under Supervision of a Trainer
- RTO007 Policy Transitioning of Training Products
- RTO007 SOP Transitioning of Training Products
- RTO009 Policy Issuing, Maintaining and Acceptance of AQF Certification and Providing Learners Access to Records
- RTO009 SOP Issuing, Maintaining and Acceptance of AQF Certification and Providing Learners Access to Records
- RTO010 Policy Unique Student Identifier (USI)
- RTO010 SOP Unique Student Identifier (USI)
- RTO012 Policy Learners Informed and Protected
- RTO012 SOP Learners Informed and Protected
- RTO013 Policy Complaints and Appeals
- RTO013 SOP Complaints and Appeals
- RTO011 Form Professional Development Report
- RTO012 Form Education Officers Industry Currency Supervisors Report
- RTO013 Form Verification of Qualifications Checklist
- RTO014 Form Professional Development Plan for Education Officers
- Trainers Matrix
- ORG004 Form Internal Training Attendance

5. Policy

5.1 RTO Human Resources

5.1.1 HIMAA ensures that when it appoints Education Officers they:

- Hold the necessary training and assessment competencies as determined by the Standards for Registered Training Organisations (RTOs) 2015

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- Have the relevant vocation competencies at least to the level being delivered or assessed
- Can demonstrate current industry skills directly relevant to the training/assessment being conducted
- Continue to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer and assessor competence.

5.2 Industry Currency

- 5.2.1 HIMAA expects all Education Officers to maintain their industry currency by working in the industry at least six times per year.
- 5.2.2 HIMAA Education Officers are required to show evidence of their industry currency as well as VET currency.
- 5.2.3 HIMAA Education Officers are to ask their workplace supervisor from the industry to complete 036 Form Education Officers Industry Currency Supervisors Report and attach as evidence to their PD report.
- 5.2.4 HIMAA Quality and Compliance Officer requests that the Professional Development Report be submitted twice per year in January and July.
- 5.2.5 HIMAA Quality and Compliance Officer collects and updates the evidence submitted.

5.3 Professional Development

- 5.3.1 HIMAA has processes in place for Education Officers to keep their industry and training skills current.
- 5.3.2 HIMAA has processes in place for all staff to develop and increase their skills and knowledge to achieve relevant work goals and for their own professional development.
- 5.3.3 HIMAA understands that staff are an asset to the organisation and realises the need for them to keep current and gain skills and knowledge.
- 5.3.4 HIMAA recognises the benefit to organisational capability of staff trained to increase performance capability.
- 5.3.5 HIMAA Educational Officers are required to complete at least three training and assessment professional development activities per year.

5.4 Induction of Education Officers

- 5.4.1 HIMAA ensures that all newly appointed Education Officers are inducted into the organisation.
- 5.4.2 HIMAA's Training Manager ensures that Education Officers are given access to the following:
 - Training and Assessment Strategies
 - Business Applications (Student Management System)
 - Relevant policies and procedures
- 5.4.3 HIMAA's Quality and Compliance Officer ensures that policies and procedures are being followed by the newly appointed Education Officer.

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- 5.4.4 HIMAA's Training Manager will ensure that the newly appointed Education Officer is supervised and the assessments are moderated for the first three months of employment with HIMAA.

5.5 Working With Children

- 5.5.1 HIMAA has an obligation not to employ a prohibited person in work that leads to direct contact with children, where the contact is not directly supervised.
- 5.5.2 HIMAA understands that all children are to be protected from harm.
- 5.5.3 If a HIMAA employee has to come in contact with children as part of their job role, HIMAA will organise for the person to complete a new Working with Children check. The staff member will need to pay the fee for the check and give HIMAA the reference number for a HIMAA senior staff member to check.

5.6 Code of Practice for Education Services Staff

- 5.6.1 HIMAA has a high standard for the quality of the delivery of all its training and assessment activities.
- 5.6.2 HIMAA expects all relevant staff to behave in an appropriate way when dealing with students or other staff members within the organisation.
- HIMAA requires all Education Services staff to know the legislation requirements for vocational education and training which includes the following legislations:
 - Standards for Registered Training Organisations (RTOs) 2015
 - Australian Qualification Framework (especially the following sections as these apply to Education Services staff).
 - AQF qualifications issuance policy
 - AQF qualifications pathway policy
 - AQF qualifications register policy
 - AQF Explanations
 - What needs to be on a qualification and statement of attainment
 - Credit transfer – an explanation
 - Discipline – an explanation
 - Recognition of prior learning (RPL) – an explanation
 - Volume of learning – an explanation
 - VET Act Education Services staff need to know of this Act in relation to not meeting the standards as some infringements may incur a penalty for breach of the standard.
- 5.6.3 HIMAA expects all Education Services staff to be aware of HIMAA's scope of registration and train within HIMAA's scope of registration.
- 5.6.4 HIMAA's Education Officers (trainers and assessors) will need to meet the requirements of Standard 1 Clause 1.13- 1.16 as above in point 3.

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- 5.6.5 Trainers will be expected to develop their skills and knowledge and industry currency to ensure that HIMAA is compliant with the standards.
- 5.6.6 HIMAA expects all Education Services staff to complete professional development whilst they are employed with HIMAA.

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