

RTO006 Policy Individuals Working Under Supervision of a Trainer

1. Purpose

The policy is to ensure that Health Information Management Association of Australia Limited (HIMAA) when engaging an individual, who is not a trainer and assessor, has supervision arrangements in place to ensure that the individual does not determine assessment outcomes.

2. Scope

This policy applies to all Education Services staff and the Quality and Compliance Officer.

3. Standard 1 Clause 1.17 to 1.20

1.17 Where the RTO, in delivering training and assessment, engages an individual who is not a trainer or assessor, the individual works under the supervision of a trainer and does not determine assessment outcomes.

1.18 The RTO ensures that any individual working under the supervision of a trainer under clause 1.17:

- a) Holds the skills set defined in Item 4 of Schedule 1 or, prior to 1st January 2016, is able to demonstrate equivalence of competencies;
- b) Has vocational competencies at least to the level being delivered and assessed and
- c) Has current industry skills directly relevant to the training and assessment being provided.

1.19 Where the RTO engages an Individual under Clause 1.17, it ensures that the training and assessment complies with Standard 1.

1.20 Without limiting Clauses 1.17 – 1.19, the RTO:

- a) Determines and puts in place:
 - I. The level of the supervision required; and
 - II. Any requirements, conditions or restrictions considered necessary on the individuals involvement in the provision of training and collecting of assessment evidence; and
- b) Ensures that trainers providing supervision monitor and are accountable for all training provision and collection of assessment evidence by the individual under their supervision.

Schedule 1

Item	Relevant Standard	AQF Qualification or Unit of Competency
4	1.18	a) TAESS00007 - Enterprise Trainer – Presenting Skill Set or its successor b) TAESS00008 - Enterprise Trainer – Mentoring Skill Set or its successor; or c) TESS00003 – Enterprise Trainer and Assessor Skill Set or its successor.

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4. References

This policy has been developed within the guidelines for:

- National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisations (RTOs) 2015
- User Guide Standards for Registered Training Organisations (RTOs) 2015
- RTO001 Policy Training and Assessment Strategies and Practices
- RTO001 SOP Training and Assessment Strategies and Practices
- RTO003 Policy Learner Support Services
- RTO003 SOP Learner Support Services
- RTO004 Policy Assessment
- RTO004 SOP Assessment
- RTO005 Policy Trainer and Assessors
- RTO005 SOP Trainers and Assessors
- RTO006 SOP Individuals Working Under Supervision of a Trainer
- RTO007 Policy Transitioning of Training Products
- RTO007 SOP Transitioning of Training Products
- RTO008 Policy Quality Assurance of RTO Operations
- RTO008 SOP Quality Assurance of RTO Operations
- 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)
- RTO011 Policy Providing Accurate and Accessible Information and Advertising and Marketing
- RTO011 SOP Providing Accurate and Accessible Information and Advertising and Marketing
- RTO012 Policy Learners Informed and Protected
- RTO012 SOP Learners Informed and Protected
- RTO013 Policy Complaints and Appeals
- RTO013 SOP Complaints and Appeals
- RTO014 Policy Governance and Administration
- RTO014 SOP Governance and Administration
- RTO015 Form Education Officer Supervision Arrangement Plan
- RTO011 Form Professional Development Report
- RTO001 Doc Complaints and Appeals Flow Chart
- RTO010 Form Access to Records request
- RT005 Form Complaint
- RTO004 Form Assessment Appeals

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- RTO006 Form Reasonable Adjustment
- RTO007 Form Deferment
- ORG005 Form Induction Checklist
- ORG006 Form Policy and Procedure Declaration
- RTO008 Form Extension Request
- RTO009 Form Application for Timetable Transfer
- RTO012 Form Education officers Industry Currency Supervisors Report
- RTO013 Form Verification of Qualifications Checklist
- RTO014 Form Professional Development Plan for Education Officers
- RTO002 Doc Student Support Services Flow Chart
- Training and Assessment Strategies

5. Policy

5.1 Education Officers Supervision Arrangement

- 5.1.1 HIMAA policy is to only employ Education Officers who hold the TAE40110 Certificate IV in Training and Assessment and the relevant vocational competencies at least to the level being delivered or assessed.
- 5.1.2 In the case of an Education Officer not holding the TAE40110 Certificate IV in Training and Assessment HIMAA has direct supervision and co-assessment arrangements in place for the Education Officer.
- 5.1.3 HIMAA expects all Education Officers who do not hold the TAE40110 Certificate IV in Training and Assessment to enrol in either the qualification or the Trainer and Assessor Skill Set or apply for Recognition of Prior Learning (RPL). This is to be completed in a timeframe set by the Training Manager.
- 5.1.4 An Education Officer who does not hold the TAE40110 Certificate IV in Training and Assessment will not be allowed to deem a learner competent under any circumstances.
- 5.1.5 HIMAA's Training Manager will monitor the Education Officer to ensure that the Education Officer does not make decisions regarding the learner's competency in a unit of competency or module.
- 5.1.6 HIMAA ensures that Education Officers are inducted into the organisation and are aware of their responsibilities and job role.

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