



PP21 – Professional Development Policy

1. Purpose

This policy outlines Austra College's commitment to maintaining a qualified and competent training workforce through structured and documented professional development (PD). It ensures compliance with Outcome Standards 3.2 and 3.3, with a focus on current vocational and training/assessment knowledge.

2. Scope

Applies to:

- ✚ Trainers and assessors delivering nationally recognised training
- ✚ Industry experts delivering under supervision
- ✚ Management staff responsible for PD tracking and workforce quality

3. Definitions

Term	Definition
VET Professional Development (PD)	Activities that improve skills in training and assessment.
Industry Currency	Ongoing engagement in the trainer's vocational area to maintain current knowledge.
Trainer Matrix	A document that tracks each trainer's qualifications, units of delivery, PD activities, industry experience, and currency.
PD Calendar	A record of planned PD activities aligned with Austra College's annual training cycle.

4. Legislative References

- ✚ Standards for RTOs 2025 – Outcome Standards 3.2 and 3.3
- ✚ National Vocational Education and Training Regulator Act 2011
- ✚ Credential Policy
- ✚ Relevant training packages and unit requirements

5. Policy Statement

Austra College ensures:

- ✚ All trainers/assessors engage in annual PD relevant to training and assessment
- ✚ Each trainer completes at least two VET PD activities and one industry currency activity per year

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- ✚ All PD is documented and monitored using the Trainer Matrix
- ✚ The Matrix must be current prior to assigning delivery or assessment tasks
- ✚ Trainers under supervision still participate in PD appropriate to their role

6. Procedure – Step-by-Step

Step	Action	Responsible
1	Provide PD expectations and access to PD Calendar during trainer induction	RTO Managerer
2	Record trainer credentials and prior PD in the Trainer Matrix	Admin Officer/ Trainer
3	Ensure all PD evidence is collected (certificates, attendance logs, reflections)	Trainer/ Admin Officer
4	Log annual VET PD (min. 2) and industry PD (min. 1 per training product) in the Trainer Matrix	Trainer/ RTO Manager
5	Review the Trainer Matrix for each trainer before approving course delivery	RTO Manager
6	Update Trainer Matrix following annual performance and PD review meetings	Admin Officer
7	Address PD gaps with a documented PD Improvement Plan	RTO Manager/ CEO
8	Use PD trends to develop and publish the annual PD Calendar	RTO Manager

7. Examples of Acceptable PD

Training and Assessment (VET PD):

- ✚ Validation workshops
- ✚ Learning support strategies
- ✚ ASQA standards updates
- ✚ Assessment moderation sessions

Industry PD (Currency):

- ✚ Industry networking and shadowing
- ✚ Site visits or workplace projects
- ✚ Short courses and trade events
- ✚ Employer consultation or work trials

8. Monitoring and Review

- ✚ The Trainer Matrix is reviewed annually and updated as PD activities occur

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- ✚ Gaps in compliance are documented and addressed within 30 days
- ✚ Non-compliant trainers are not allocated to new delivery or assessment duties

9. Related Documents

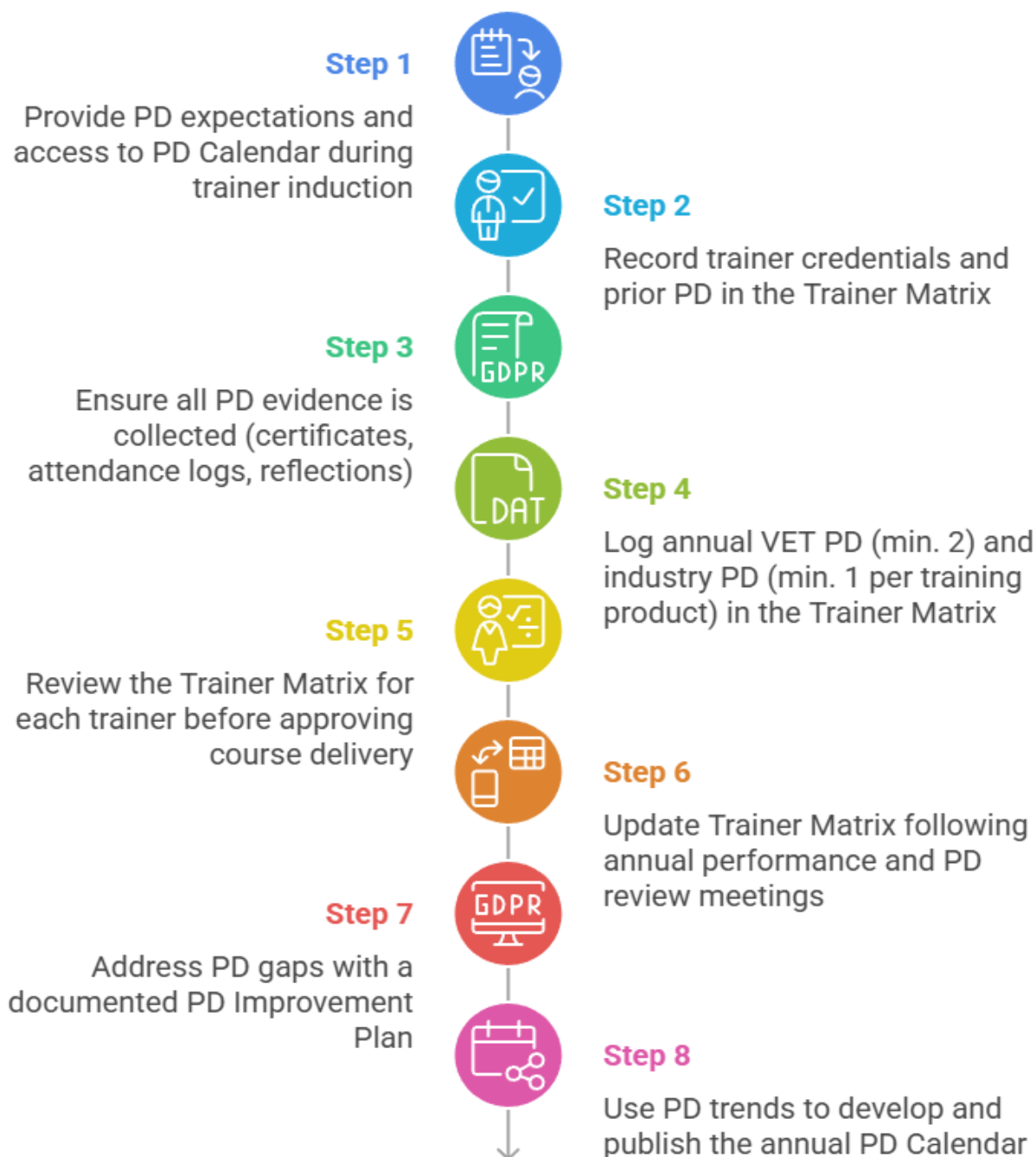
- ✚ Trainer Matrix
- ✚ PD Calendar
- ✚ Trainer Induction Checklist
- ✚ Performance Review Form
- ✚ PD Plan
- ✚ Staff Files (Trainer Portfolio)

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10. Flow chart

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