



PP22 – Trainer Supervision and Direction Policy

1. Purpose

This policy ensures that all trainers and industry experts who deliver training or contribute to assessment but are not yet fully credentialled are supervised in accordance with the Standards for RTOs 2025 and the Credential Policy. It guarantees quality training delivery, student safety, and compliance through structured direction and oversight.

2. Scope

This policy applies to:

- ✚ Trainers actively working towards a credential;
- ✚ Trainers delivering under direction (Skill Set holders, school teachers, etc.);
- ✚ Industry experts contributing to training or assessment;
- ✚ Supervising trainers and Austra College compliance staff.

3. Definitions

Term	Definition
Delivering under direction	Where a person may deliver training or collect assessment evidence under supervision, but must not make assessment judgements.
Supervision	Ongoing oversight, mentoring, guidance, and quality control by a fully credentialled trainer.
Actively working towards	Enrolled in and progressing through a credential, expected to complete within 2 years.
Supervisor	A trainer who meets section 1E of the Credential Policy and provides direction.

4. Legislative References

- ✚ Outcome Standard 3.2
- ✚ Credential Policy: Sections 1C, 1D, and 1E
- ✚ National Vocational Education and Training Regulator Act 2011

5. Policy Statement

Austra College ensures that only trainers and assessors with appropriate credentials:

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- ✚ Deliver training and assessment independently.
- ✚ Provide direction to others delivering under supervision.
- ✚ Are recorded in the Trainer Matrix and have documented evidence on file.

Where staff deliver training under supervision:

- ✚ They must hold a relevant Skill Set or teaching qualification as per Section 1D of the Credential Policy;
- ✚ They must not make assessment decisions;
- ✚ They must work under documented supervision agreements;
- ✚ A Supervision Log must record observations and meetings;
- ✚ All delivery must align with the training product and cohort requirements.

6. Step-by-Step Supervision Procedure

Step	Action	Responsible Person
1	Confirm trainer holds relevant Skill Set or teaching credential as listed in Section 1D of the Credential Policy	RTO Manager
2	Ensure trainers are NOT making assessment decisions	RTO Manager
3	Assign a fully credentialed trainer as Supervisor (must meet Section 1E of Credential Policy)	CEO / RTO Manager
4	Develop and sign a Supervision Agreement, outlining units, activities, communication plan, and frequency of oversight	RTO Manager
5	Maintain a Supervision Log, with dated entries for: Meetings, Observations, Trainer feedback, Quality assurance findings	RTO Manager
6	Conduct initial supervision induction (including TAS, training product requirements, rules of evidence, and use of LMS)	RTO Manager
7	Undertake periodic observation and file reviews to ensure quality delivery	RTO Manager
8	Submit log and progress updates to RTO Manager for audit and monitoring	RTO Manager
9	Discontinue supervision if: Trainer becomes fully credentialed, or does not meet requirements or poses compliance risk	RTO Manager/ CEO

7. Documentation Required

- ✚ Trainer credentials and CV
- ✚ Supervision Agreement Template

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- ✚ Supervision Log (ongoing)
- ✚ Training and Assessment Strategy (TAS)
- ✚ Trainer Matrix
- ✚ Training product requirements and mapping

8. *Quality Assurance*

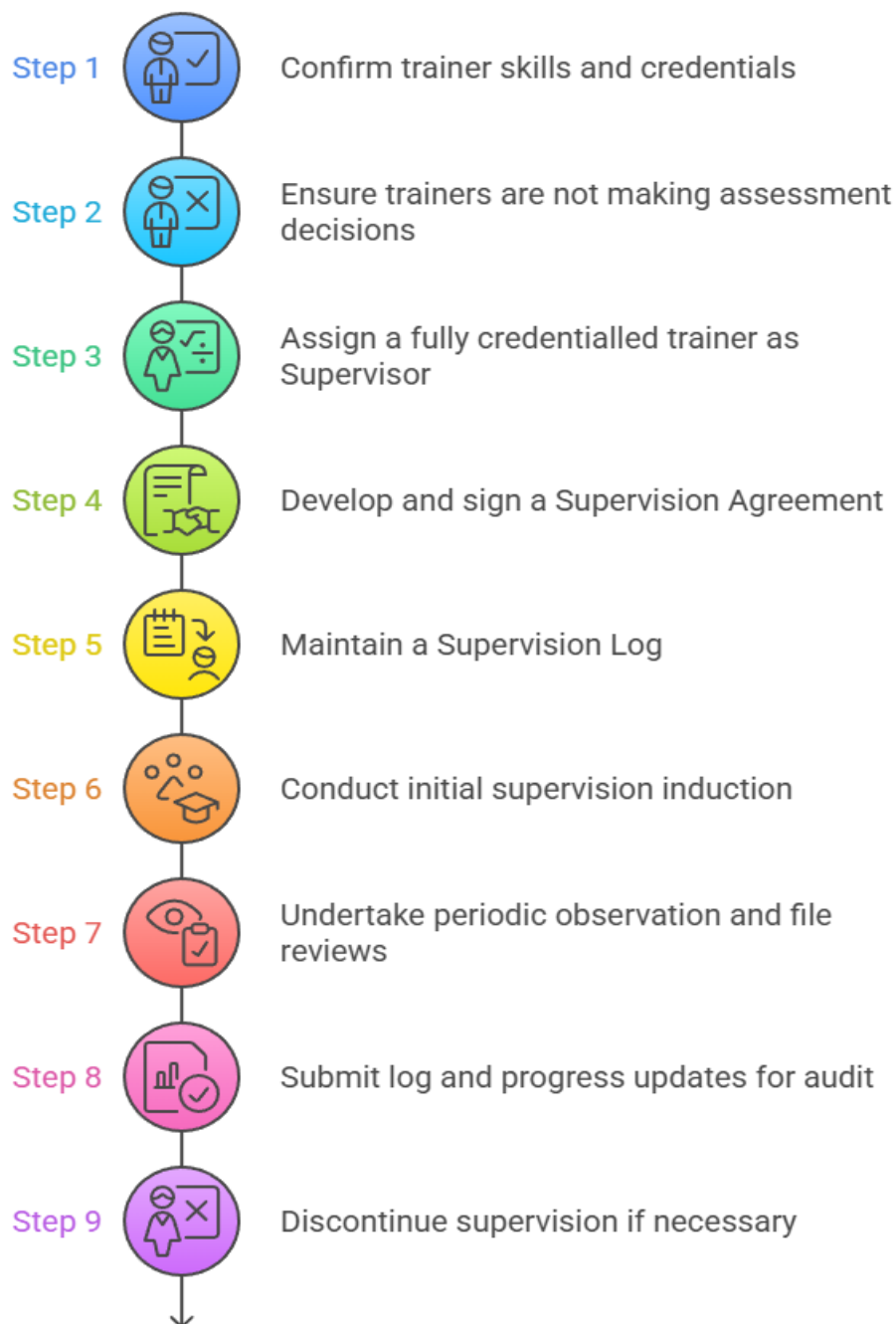
- ✚ RTO Manager to audit Supervision Logs quarterly
- ✚ Austra College to track each trainer's progression towards full credentials
- ✚ All supervision arrangements must maintain student experience, uphold assessment integrity, and comply with training package requirements

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9. Flow chart

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