



PP20 – Trainer and Assessor Policy

1. Purpose

This policy ensures all training and assessment are delivered and assessed by credentialed individuals in accordance with the **Standards for RTOs 2025** and the *Credential Policy*. It aims to ensure workforce quality, professional development, supervision integrity, and industry relevance for all training products.

2. Scope

This policy applies to all trainers, assessors, and industry experts who deliver or assess training and/or contribute under supervision. It includes those actively working toward credentials, those delivering under direction, and staff providing supervision.

3. Definitions

Term	Definition
Credential Policy	Defines qualifications and supervision requirements for Austra College staff delivering or assessing training.
Trainer/Assessor	Person holding qualifications under section 1A of the Credential Policy.
Industry Expert	Specialist engaged to support delivery/assessment under supervision.
Supervision	Oversight and quality control by a qualified trainer (section 1E of Credential Policy).
Actively Working Towards	Enrolled and progressing in a TAE credential expected to complete within 2 years.
Trainer Matrix	Document mapping trainer qualifications, vocational competency, PD, and currency.

4. Legislative and Regulatory References

- ✚ Standards for RTOs 2025: Outcome Standards 3.2 & 3.3
- ✚ National Vocational Education and Training Regulator Act 2011
- ✚ Credential Policy – Sections 1A–1E, 2A–2C
- ✚ Training package requirements (www.training.gov.au)

5. Policy Statement

Austra College will ensure that all trainers and assessors:

- ✚ Hold credentials from section 1A of the Credential Policy to deliver/assess independently.

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- ✚ Are verified prior to engagement through trainer files and mapped on the Trainer Matrix.
- ✚ Are inducted and undertake annual PD in both VET and industry competency.
- ✚ Maintain currency in their TAE and vocational areas.

Trainers under supervision must meet criteria under section 1C or 1D and must:

- ✚ Work under formal direction only (section 1E).
- ✚ Be recorded with a supervision agreement and supervision log.
- ✚ Never make assessment judgements.

Industry experts must:

- ✚ Be engaged based on student needs or unit-specific content.
- ✚ Be supervised and cannot assess alone.

6. Procedure – Step-by-Step

Step	Action	Responsible Person
1	Trainer Provides Documents: Trainer submits certified copies of qualifications, CV, TAE certificate, transcripts, and evidence of vocational competency.	Trainer
2	Campus Manager/CEO Verifies Documents: Confirm authenticity of submitted documents and compare against training package and credential policy requirements.	CEO
3	Review Competency, Currency, and Professional Development: Assess trainer's vocational competency, TAE status, industry currency, and PD records. Note gaps or training needs.	RTO Manager
4	Check Availability & Delivery Mode Fit: Ensure trainer's availability aligns with course schedule, delivery mode (online/on campus), and student load.	RTO Manager
5	Create Trainer Contract: Prepare and issue employment or contract agreement, outlining duties, delivery units, and supervision (if applicable).	CEO/ Admin Officer
6	Trainer Completes Trainer and Assessor Matrix: Trainer maps their qualifications, unit competency, and delivery experience into the standard Workforce Matrix template.	Trainer
7	Conduct Trainer Induction: Deliver induction covering Austra College policies, TAS overview, compliance requirements, LMS, student support services, and recordkeeping expectations.	RTO Manager

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Step	Action	Responsible Person
8	Trainer Commences Delivery and Assessment: Trainer starts scheduled training and assessment once approved and fully inducted.	Trainer
9	Conduct Annual Review and Update Trainer Files: Annually check for PD completion, current qualifications, and currency. Update the Workforce Matrix and credential checklist.	RTO Manager

7. Compliance Monitoring and Supervision

- All trainers must meet 3.2 (credentialed and current in TAE and industry) before starting.
- Staff delivering under supervision must never make assessment decisions.
- Supervision agreements and logs must be maintained for all supervised delivery.
- Industry experts must only deliver under direction and be involved in assessment only if co-assessing.
- All delivery by experts or supervised staff must be quality-checked.
- Professional development logs must be updated at least annually.
- Credential non-compliance must result in suspension from delivery until rectified.
- Where Austra College engages industry experts, this is done based on the specific training product requirements or identified needs of the student cohort. Such experts are engaged in response to their subject matter expertise aligned with the unit being delivered.

8. Related Documents

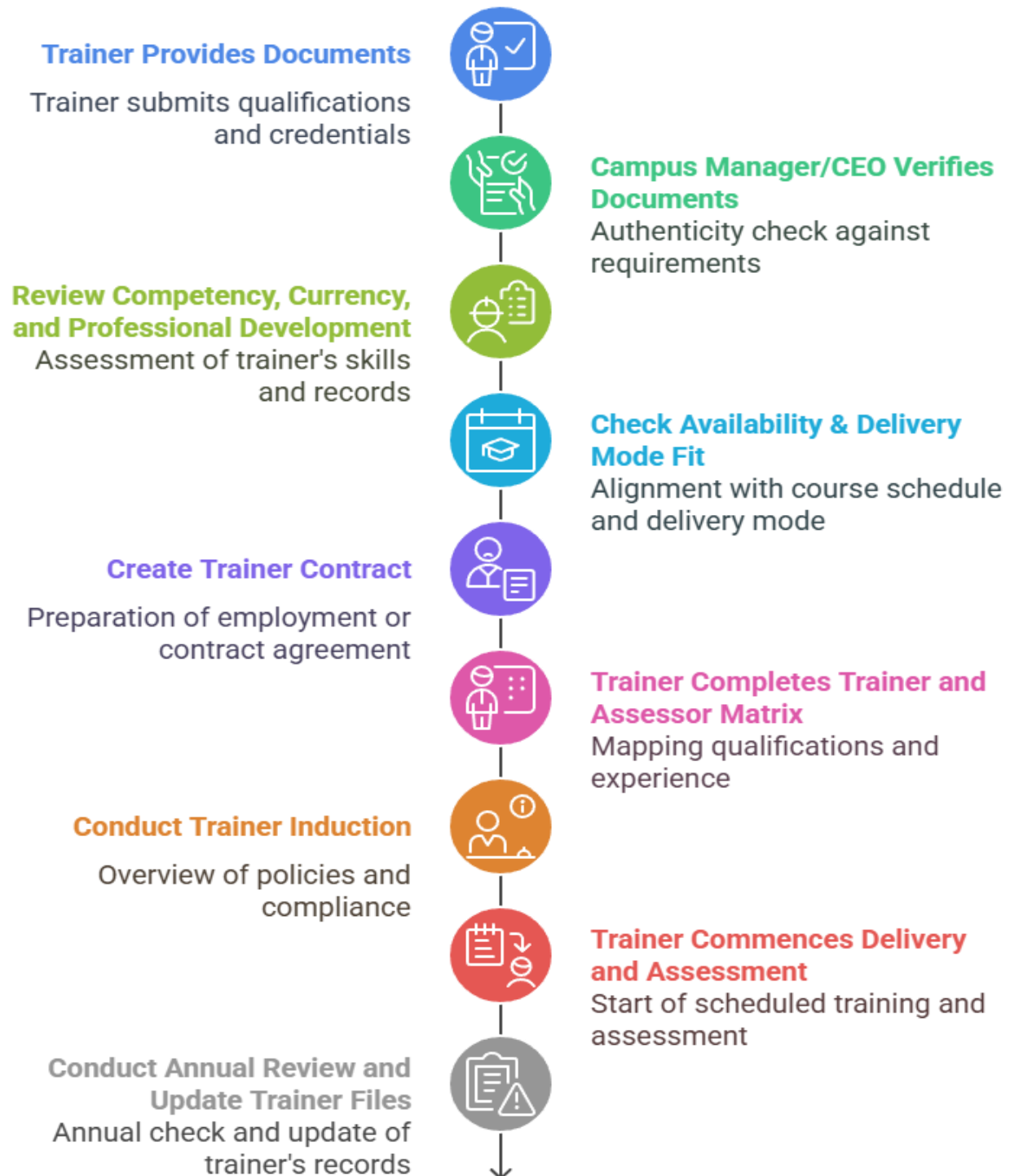
- Workforce Matrix
- TAS (Training and Assessment Strategy)
- PD Calendar
- Trainer Induction Checklist
- Trainer Files (qualifications, CVs, logs, contract)

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9. Flow chart

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