VET-09 VET Trainer and Assessor Professional Development and Industry Currency Policy and Procedure

V2.2

Purpose

The purpose of this policy is to ensure that all trainers and assessors engaged by Acknowledge Education (AE) maintain appropriate qualifications, current industry currency, and undertake ongoing professional development. This supports compliance with regulatory requirements and promotes the delivery of high-quality training and assessment aligned with contemporary industry standards and expectations.

Scope

This policy applies to applies to all trainers and assessors employed by Acknowledge Education including full-time, part-time, casual staff and independent contractors across all campuses and delivery methods (face-to-face, online, or blended).

Policy statement

Acknowledge Education is committed to ensuring that all trainers and assessors are suitably qualified, maintain current industry knowledge, and engage in continuous professional development. This commitment ensures the delivery of training and assessment that meets regulatory requirements and reflects current vocational and industry practices.

Regulatory Context

This policy aligns with the requirements of the 2025 Standards for Registered Training Organisations (RTOs) and the Education Services for Overseas Students (ESOS) Act 2000 to ensure that trainers and assessors maintain current industry skills, appropriate qualifications, and ongoing professional development.

The 2025 Standards for RTOs consist of three components:

1. Outcome Standards,
2. Compliance Requirements, and the
3. Credential Policy.

This policy focuses specifically on the Outcome Standards and the Credential Policy, which define the expectations for trainer and assessor qualifications, industry currency, and professional development.

<u>Outcome Standards for RTOs (2025)</u>

The Outcome Standards for Registered Training Organisations (RTOs) 2025, as part of the VET Quality Framework, ensures that RTOs provide high-quality training and assessment that meets the needs of learners and industry. The relevant standards for this policy include:

- Part 3: VET workforce (Standards 3.1 - 3.3) : These standards require that trainers and assessors hold the appropriate credentials, maintain current vocational and industry skills, and deliver training aligned to their scope of expertise. Additionally, the RTO must ensure that trainers and assessors undertake ongoing professional development to keep their knowledge and practice in training, learning, and assessment up to date.

<u>Credential Policy</u>

This policy is informed by the requirements of the Credential Policy and operates alongside the Outcome Standards and Compliance Requirements under the 2025 Standards for RTOs. The Credential Policy specifies the qualifications and credentials required for individuals undertaking training and assessment roles.

ESOS Act 2000

The Education Services for Overseas Students (ESOS) Act 2000 protects the rights of international students and ensures the quality of education provided to them in Australia. Relevant provisions for trainer and assessor qualifications and currency include:

- RTOs delivering training to international students must ensure that all trainer appropriately qualified, competent, and delivering industry-relevant training to meet the needs of international students under the ESOS framework.

  The ESOS framework also requires that trainers involved in the delivery of education to international students maintain updated qualifications and professional development to ensure the delivery of compliant and high- quality training.

Skills First

Under the Skills First VET Funding Contract, AE must ensure all trainers and assessors maintain current industry skills and undertake professional development. Evidence of professional development and industry currency must be retained for Departmental audit.

Professional Development and Industry Currency

Trainers and assessors are required to undertake an on-going program of training and industry experience:

- To appropriately maintain and upgrade professional competencies and knowledge relevant to the content, delivery and assessment of the program/module being delivered and assessed, and
- Maintain and upgrade their knowledge of VET and competency-based training.

Continuing Professional Development

All trainers and assessors must engage in regular professional development to maintain current knowledge and skills in two key areas:

(a) Their vocational program/module or industry training area (e.g. hospitality management, commercial cookery, construction); and
(b) Vocational education and training (VET) practice, including competency-based training and assessment.

Professional development activities must support compliance with the Outcome Standards for RTOs and focus on strengthening vocational expertise, assessment practice, and teaching methodologies aligned with current industry and educational requirements.

Trainers must undertake at least one formal professional development activity every six months in both their vocational area and in vocational education training and assessment practices.

To support ongoing development in VET and competency-based training, Acknowledge Education provides:

(a) Regular email updates on developments in the VET sector and competency-based training;
(b) Webinars and presentations on current VET practices, assessment methodologies, and training delivery; and
(c) Monthly trainer and assessor meetings, facilitated by the Heads of Department, to share updates and access professional development opportunities.

Maintaining Industry Currency

Trainers and assessors must maintain industry currency in the program/module in which they are delivering training and assessment.

Industry currency can be demonstrated through ongoing employment in the industry, workplace observation, or volunteer work relevant to the course being taught and/or assessed.

Trainers and assessors must provide evidence of industry currency on an annual basis.

Industry currency is expected to equate to approximately 12 hours (or 2 days) per year.

Qualification Requirements

All trainers and assessors must:

(a) Hold a training and assessment credential specified at Section 1A of the RTO Credential Policy 2025; and
(b) Hold current industry competencies, skills, and knowledge that are directly relevant to, and at least to the AQF level of, the training product being delivered or assessed;
(c) Evidence of relevant and recent professional experience, typically comprising at least two years of industry experience within the past four years in the vocational area aligned to the training product.; and
(d) Current knowledge and skills in vocational training and learning that inform their training and assessment.

Qualification Verification:

Trainer qualifications will be collected and verified during onboarding by Course Coordinators as per VET-01 VET Credential Verification and Integrity Policy and Procedure.

Trainers and assessors' qualifications are reviewed annually to ensure compliance, and staff must submit updated qualifications or certifications whenever additional units, or higher-level qualifications are achieved. Trainer and Assessor qualifications will also be annually verified for currency as per the VET-01 VET Credential Verification and Integrity Policy and Procedure each year during periodic trainer profile review.

Trainers Under Supervision

Acknowledge Education permits individuals who do not yet hold the full training and assessment credential to deliver training and contribute to assessment activities under supervision, in accordance with the RTO Credential Policy 2025. These individuals may not make assessment judgements.

There are two categories of supervision:

(a) Actively Working Towards a Credential
Individuals must be:
- Enrolled in and have commenced one of the following:
  - TAE40122 Certificate IV in Training and Assessment (or successor), or
  - TAE50122 Diploma of Vocational Education and Training (or successor), and
- Making satisfactory progress toward completion within two years of commencement.

(b) Delivering Under Direction with an Approved Skill Set
Individuals may deliver training and contribute to assessment (excluding assessment decisions) if they hold a relevant skill set listed in Section 1D of the Credential Policy (e.g. TAESS00014 Enterprise Trainer – Presenting Skill Set) and the RTO determines the credential is relevant to the delivery context.

Supervision Requirements

All individuals delivering under supervision must:

- Be supervised by a qualified trainer holding credentials listed in Section 1E of the Credential Policy;
- Participate in regular review and feedback sessions;
- Maintain documented records of supervision meetings; and
- Have all assessment decisions reviewed and countersigned by a qualified assessor.
  The nature and extent of supervision must be appropriate to the individual's skill level, the student cohort, and the delivery context. Supervising trainers are responsible for the quality and integrity of the training delivered and the assessment evidence collected.

Workforce Compliance and Monitoring

Acknowledge Education maintains accurate and comprehensive staff records for all trainers and assessors, including evidence of qualifications, vocational competency, and professional development, in line with regulatory requirements.

Trainers and assessors are required to maintain an up-to-date profile of their qualifications, vocational competency, and professional development. Acknowledge Education will implement procedures to ensure these profiles are reviewed annually and mapped to the training products being delivered.

AE will maintain a central Professional Development Register that records all PD undertaken by trainers and assessors. This register will be available for audit by ASQA and the Department.

Acknowledge Education regularly reviews trainer and assessor compliance with qualification, vocational competency, and professional development requirements through internal audits and quality assurance mechanisms. As per VET-01 VET Credential Verification and Integrity Policy and Procedure AE will monitor ongoing currency and non-cancellation of Trainer and Assessor qualifications. ongoing currency and non-cancellation of the qualification

AE will provide opportunities and financial support for trainers and assessors to attend professional development workshops, industry events, and other training opportunities relevant to their vocational and teaching responsibilities. These requirements are detailed in AE's 3.2.5 Scholarship and Professional Development Procedure.

Guiding Procedures

Annual Profile Update Process

Trainers and assessors must update their profiles with their professional development and industry currency by the 1st January each year for activities undertaken the prior calendar year.

Heads of Department will ensure that all trainers are provided with the relevant electronic form to update their trainer annual profile and that trainers are provided with training on how to adequately complete the form.

Trainers and assessors must submit updated resumes, statements of service, and certificates of completed professional development activities.

All documents submitted as evidence of professional development or industry currency must be certified copies of the original. Where certification is not feasible, a statutory declaration must accompany the evidence.

Uncertified documents will not be accepted for audit or compliance purposes.

Mapping must be completed for all additional or new units the trainer plans to deliver that have not previously been mapped.

The Head of Department will verify the submitted documents for completeness and compliance with qualification and vocational competency standards. This may include contacting in writing the organisation who has issued the documentation confirming professional development or industry currency to confirm legitimacy. All qualifications should be verified for currency as per VET-01, VET Credential Verification and Integrity Policy and Procedure.
All updates must be reviewed by the Head of Department or their delegate and filed in the relevant file in the compliance SharePoint file.

Once all files are reviewed the Head of Department must notify the Compliance Team that the files are ready for review. The evidence submitted is audited and reviewed by 31st January annually.

Non- compliance will be addressed by Heads of Department with individual trainers through professional development plans or, if necessary, reassignment of duties.

Internal Audits

Audits of trainer and assessor profiles, qualifications, and professional development activities are conducted annually by the Head of Risk and Compliance in January each year.

The team will audit 100% of trainer profiles each year to ensure compliance with the standards.

The findings of the audit will be reported to the Dean and Heads of Department. Non-compliant trainers will be provided with an action plan and timeline for rectification through their Professional Development Plan.

A report on the outcomes of the audit will be provided to the Executive Management Team and VET Quality and Compliance Committee.

The Head of Department tracks professional development fund usage for each trainer. Underspend or non-

utilisation must be reported quarterly to the Compliance Team. Non-participation may trigger a review of the trainer's Professional Development Plan.

An annual summary of trainer professional development and industry currency will be provided to the VET Quality and Compliance Committee and the Academic Board, to ensure governance oversight of workforce compliance.

Professional Development Plan

Each trainer and assessor must complete a Professional Development Plan at their annual performance appraisal in January. The plan must outline activities for maintaining vocational competency and development in competency-based assessment. This plan is to be reviewed and approved by the Head of Department at the beginning of each academic year.

Trainers and assessors must provide evidence of professional development activities every six months (e.g., certificates, signed statements from industry professionals). This evidence must be recorded on RTO Manager.

The Professional Development Plan is reviewed quarterly by the Head of Department or their delegate to ensure the trainer is on track with the outlined activities. Any gaps in meeting the requirements will result in targeted support and remediation.

Professional Development Plans must incorporate targeted professional development activities addressing any gaps identified in:

- Recent validation findings (Outcome Standard 1.5)
- Continuous improvement logs
- Feedback from audit reports or student outcomes
- Student feedback, complaints or appeals (Outcome Standards 2.6, 2.7 and 2.8)

This ensures that professional development is risk-informed and strategically aligned to organisational quality improvement goals.

Professional development plans for Skills First trainers must include activities to ensure understanding of:

- Skills First reporting requirements (e.g., Evidence of Participation, scheduled hours, Statements of Fees).
- Skills First-specific compliance obligations (e.g., Training Plans, funding eligibility, concessions).
- Department updates and communications relevant to funded delivery.

Guidance on Professional Development - Industry

Trainers and assessors must engage with industry to maintain current knowledge and skills. These engagements may include:

(a) Attend regular industry conferences or seminars related to the program's field to stay updated on emerging trends and practices.
(b) Participate in industry advisory committees or working groups to provide input on workforce needs and gain insight into current industry expectations.
(c) Conduct consultation sessions with employers, industry bodies, or professional associations to gather feedback on training programs and alignment with industry requirements.
(d) Establish and maintain partnerships with local businesses or organisations to facilitate student placements, provide guest lectures, or offer insights into industry challenges and solutions.
(e) Engage in ongoing discussions with industry professionals, including site visits and networking events, to ensure continuous knowledge of sector developments.
(f) Complete professional development courses or certifications related to new industry techniques, technology, or regulatory changes.
(g) Regularly review and reflect on industry publications, reports, or research to integrate contemporary knowledge into training and assessment.
(h) Participate in industry mentoring or supervision roles, working with less experienced professionals to share knowledge and stay current with evolving job requirements.

Evidence of professional development can include records of industry consultations, employment agreements, workshop participation, or industry certifications. These must be submitted annually.

Guidance on Industry Currency

Trainers and assessors must ensure they maintain industry currency. These activities may include:

(a) Maintain active employment in the relevant industry, ensuring continuous exposure to real-world practices and developments.

(b) Where trainers and assessors are not currently engaged in active employment, industry currency may be demonstrated through documented participation in structured activities such as volunteering or industry placements. These activities must be directly relevant to the training product and provide verifiable exposure to current industry practices, standards, and developments.

Support for Professional Development

Trainers and assessors can apply for financial support for professional development through the Professional Development Fund. Applications must be made in advance and include details of the activity, costs, and alignment with the trainer's development plan.

A budget of $1500 per trainer/assessor is allocated each year to cover professional development activities, including attending industry conferences, completing advanced certifications, and participating in training on competency-based education.

The Head of Department will approve applications based on available budget and relevance to the trainer's current role.

Definitions

Term	Definition
Training and Assessment Strategy (TAS)	A comprehensive plan that outlines the framework for delivering and assessing a training product.
Registered Training Organisation (RTO)	An organisation registered by the Australian Skills Quality Authority (ASQA) or a state regulator to deliver nationally recognised training and qualifications in compliance with the 20215 Standards for RTOs.
Vocational Education and Training (VET)	A sector of education and training focused on providing skills and knowledge for work. VET courses are often industry-specific and designed to meet the needs of various sectors of the workforce.
Australian Skills Quality Authority (ASQA)	The national regulator for Australia's vocational education and training (VET) sector, responsible for ensuring that RTOs meet the required standards and deliver quality education and training.
Australian Qualifications Framework (AQF)	A national policy for regulated qualifications in the Australian education and training system. It ensures that qualifications across different sectors of education (such as VET and higher education) are nationally consistent and recognised.

Relevant legislation

- Education Services for Overseas Students Act (ESOS Act) 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Outcome Standards for Registered Training Organisations 2025
- RTO Credential Policy 2025
- Privacy Act 1988 (Cth)

Policy Information

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Change Log

Date	**Version**	**Version by**	**Notes**
1/10/2024	1.0	N.Whatley	Developed
3/10/2024	1.0	N.W	Reviewed by TLC with no changes suggested.
8/07/2025	2.0	A.D	Policy updated to reflect changes to RTO Standards. Include clear guidance for trainers and assessors on professional development and industry currency. Remove repetition of procedural information in the policy.
18/09/2025	2.1	MN	Review and minor changes.
11.8.2026	2.2	EHB	Minor adjustments to incorporate VET-01, VET Credential Verification and Integrity Policy and Procedure. Update of policy number from 3.2.8 to VET-09