

Supervision of Trainers and Joint Assessment Policy and Procedure

Policy Purpose

The purpose of this procedure is to outline the systems used for:

- Joint assessment where an assessor has not demonstrated the three assessor competencies from the Certificate IV in Training and Assessment (or equivalent); or
- Joint assessment where an assessor has not demonstrated the relevant vocational competencies at least to the level being delivered;
- Supervising trainers who do not hold the relevant training competencies from the Certificate IV in Training and Assessment.

Policy Scope

This policy applies to all Think: Colleges vocational education and training trainers and assessors.

Definitions

Refer to *Glossary of Terms*.

Policy Content

The Australian Qualifications Training Framework 2007 requires that training and assessment is delivered and assessed by people with the competencies and experience as outlined below:

Trainers must:

- i. hold the Certificate IV in Training and Assessment (TAA40104) from the Training and Assessment Training Package; or
- ii. be able to demonstrate equivalent competencies; or
- iii. hold the Certificate IV in Assessment and Workplace Training (BSZ40198); or
- iv. be able to demonstrate that prior to 23 November 2005 they had been assessed as holding equivalent competencies to the Certificate IV in Assessment and Workplace Training (BSZ40198); or
- v. work under the direct supervision* of a person who has the competencies specified in (i) or (ii) or (iii) or (iv) above

* Note: Direct supervision is achieved when a person delivering training on behalf of the RTO has regular guidance, support and direction from a person designated by the RTO who has the trainer competencies above and who monitors and is accountable for the training delivery. It is not necessary for the supervising person to be present during all training delivery.

Assessors must:

- i. hold the following three competencies from the Training and Assessment Training Package (TAA04):
 - a. TAAASS401A Plan and organise assessment
 - b. TAAASS402A Assess competence
 - c. TAAASS404A Participate in assessment validation; or
- ii. be able to demonstrate equivalent competencies to all three units of competency listed in (i); or
- iii. hold the following competencies from the superseded Training Package for Assessment and Workplace Training (BSZ98):
 - a. BSZ401A Plan assessment,

- b. BSZ402A Conduct assessment, and
- c. BSZ403A Review assessment; or
- iv. be able to demonstrate that prior to 23 November 2005 they had been assessed as holding equivalent competencies to all three units of competency listed in (iii) above.

If a person does not meet the requirements of the AQTF 2007 that is they do not have the assessment competencies as defined in (i) (ii), (iii) or (iv) above and do not have the relevant vocational competencies at least to the level being assessed, one person with all the assessment competencies listed in either (i) (ii), (iii) or (iv) above and one or more persons who have the relevant vocational competencies at least to the level being assessed, may work together to conduct the assessments.

Procedure for Implementation

The Program Director (or delegated nominee) will verify and confirm new trainer and assessor qualifications. The Program Director will assign the trainer and assessor who do not have the relevant assessment and training competencies to a qualified supervisor. The Program Director will record the supervision arrangement and details in HERMES. (Refer to *Lecturer Recruitment and Employment Policy and Procedure*)

Supervision of Trainers

The supervisor must have a minimum qualification of Certificate IV (BSZ40198/TAA40104)

The supervisor will:

- Check and approve all training session plans/course outlines with the trainer.
- Check and approve all assessment resources prepared and / or used by the trainer
- Attend some training sessions.
- Meet with the trainer on a weekly basis whilst training is being undertaken.
- Maintain a written record of the above activities for each trainer they are supervising using the *Supervision of Trainer and Joint Assessment form* and place the form in the staff file.

Joint Assessment

- Joint assessment will involve a minimum of two trainers conducting the assessment.
- At least one trainer must have demonstrated the relevant vocational competencies at least to the level being delivered.
- At least one trainer must have demonstrated the three assessor competencies from the Training Package (BSZ98/TAA04) for Training and Assessment.
- Both assessors must sign off on the assessment.
- Maintain a written record of the above activities for each assessor they are supervising using the *Supervision of Trainer and Joint Assessment form* and place the form in the staff file.

Record keeping and confidentiality

Records of all supervision and joint assessment handled under this procedure shall be maintained for a period of at least five years in staff file for auditing purposes by the State or Territory Registering Body.

Publication

These procedures are to be published for staffs in the Staff Handbook to ensure new staffs has up to date and accurate information publicly available to them.

Responsibility	Program Director
Record Management	Supervision of Trainer and Joint Assessment Form HERMES
Reference	Lecturer Recruitment and Employment Policy and Procedure Glossary of Terms
Policy Developed By	Academic Director
Policy Endorsed By	Academic Board
Policy Complies with	AQTF 2007 - Element 1.4
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