



Appendix 4 – Trainer and Assessor Employment Policy

Responsibility for Implementation: RTO Compliance Manager

Authority: Approved by PEO

Date of Approval: 23 Oct 2015

Date of review: Oct 2017, Oct 2019

Next Review: Oct 2021

1. Purpose

This policy outlines minimum employment criteria for trainer and assessor in Elite Education Vocational Institute.

2. Qualification Requirements

As a general rule, qualifications and experience in the subject area and an empathy for, and understanding of adults wishing to learn are the main criteria for employment.

The qualifications of prospective staff are checked with references and relevant institutions and referees are contacted. A check is carried out of previous industry experience claimed by the applicants.

In the case of all accredited courses, the minimum criterion for employment of trainer and assessor is:

- A TAE40110 Certificate IV in Training and Assessment, or a diploma or higher level qualification in adult education;
- A vocational qualification to at least the same level being delivered or assessed;
- Training and assessment experience is preferred; and
- Recent industry experience in the appropriate field of study;
- Familiarity with the principles and practices of Competency-Based Training and Assessment, the Standards for NVR Registered Training Organisations 2011 and Recognition of Prior learning; and
- Familiarity with Equal Employment Opportunity and Occupational Health and Safety principles

All staff will be interviewed by the Director or delegated officer. Prior to commencing work, the successful candidates would have been provided with a written employment agreement and a series of forms to complete including:

- Prohibited persons check;
- Consent to screening form;
- Confidentiality agreement;
- Trainer competency mapping; and
- Approved use of computers form.



A complete record of qualifications and the experience of appointed staff is kept and upgraded as appropriate.

All staff will be supplied with an induction kit that consists of the following:

- access to a copy of the Quality Management System that contains all forms, policies, procedures and other related documentation;
- copy of the Standards for NVR Registered Training Organisations 2011; and
- login identity and password to the local area network.

Trainers and assessors are encouraged to participate in various refresher courses and to update training skills regularly.