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Trainer Assessor Requirements

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What will be discussed

The purpose of today's workshop is to improve our understanding of the requirements for trainers and assessors in the VET Sector. We will discuss:

1. The qualifications/units required to be a trainer/assessor;
2. The introduction of version 5 (2022) of the Training and Education Training Package (TAE) and the impact it has on trainers and assessors;
3. Vocational competence and industry currency;
4. The RTOs responsibility when third party agreements are in place;
5. What auditors expect to see at audit to demonstrate compliance.

What do the standards say?

We have 4 clauses focused on the trainer and assessor in the current VET Sector regulation.

They are clauses 1.13 - 1.16.



Clause 1.14 – The training and assessment qualification requirements

1.14. The RTO's training and assessment is delivered only by persons who have the training and assessment credential specified in Item 2 or Item 3 of Schedule 1

- TAE40116 or TAE40122
 - TAE40110 + LLN and design and develop units
 - TAESS00011 or TAESS00019
- Diploma or higher in adult education



Please refer to handout

Evidence of compliance

Evidence an auditor would be looking for to determine your RTO's compliance with clauses 1.14 and 1.15 could include?

- 1.Verified copies of the trainer/assessor's credentials; or
- 2.The trainer/assessor's USI transcript.

Diploma or higher-level qualifications

- Bachelor of Adult and Vocational Education
- Graduate Certificate in Tertiary and Adult Education
- Associate Degree in Adult and Vocational Education
- Master of Adult Education

What do the qualifications look like?

Course structure: 12cpts comprising of a required Course Core of 6cpts, and specified electives of 6cpts

Required coursework and offerings:

Course core (6cpts)

- **EDN540** (6cpts) Facilitating Lifelong Learning S1 (internal/external)

Specified electives (totalling 6cpts from the following)

- **EDN541** (3cpts) Practical Methods of Instruction S2 (internal/external);
- **EDN546** (3cpts) Dynamics of Cultural Diversity in the Workplace and Community S2 (internal/external)
- **EDN588** (3cpts) Curriculum Development for Practitioners S2 (internal/external)

Core - Credit Points: 40

All students complete:

[EML102](#) Written Communication (8)

[IKC101](#) First Nations Foundations: Knowing, Relating and Understanding Country (8)

[EEL320](#) Learning Theories for Post Compulsory Education (8)

[EEE404](#) Assessment Practices in Adult and Vocational Education (8)

[EMV302](#) Adult and Vocational Education in Australia (8)

With VET02C - Credit Points: 16

Additional credit of 16 points (VET02C) is awarded based on the Certificate IV in Training and Assessment (TAE40110 or TAE40116); or the Diploma of Vocational Education and Training (TAE50111 or TAE50116); or the Diploma of Training Design & Development (TAE50211 or TAE50216), in combination with successful completion of the core subject [EEB312](#) Reflective Practice and Lifelong Learning (for full details, see Credit section).

VET02C Certificate IV TAE40110/40116 (16)

Compulsory - Credit Points: 8

Students with the VET02C credit package take one of the following subjects:

[EEB312](#) Reflective Practice and Lifelong Learning (8)

OR

[EPT320](#) High Level Facilitation for Adult and Vocational Education (8)






Without VET02C - Credit Points: 16

EEE404 - Assessment Practices in Adult and Vocational Education

Learning outcomes

[Collapse all](#)

Upon successful completion of this subject, students should:

1. be able to explain how assessment activities operate with the AQTF; 
2. be able to critically examine assessment practices within their own professional context; 
3. be able to critically reflect on their own performance as an assessor in their professional setting; 
4. be able to explain the issues associated with assessment practices within the adult and vocational education context; and 
5. be able to articulate the professional ethical issues associated with assessment practices in the adult and vocational education context. 

Evidence of compliance

Evidence an auditor would be looking for to determine your RTO's compliance with clause 1.14 when trainers and assessors have higher-level qualifications?

1. Verified copies of the trainer/assessor's credentials; or
2. The trainer / assessor's USI transcript;
and
3. Details of the course content;
4. Details of the process used by the RTO to establish that the course content was relevant to VET and any actions taken to address gaps.

The TAE40122 qualification

- The TAE40122 was endorsed in December 2022.
- The qualification has been deemed equivalent and the successor to the TAE40116.
- The transition period for those delivering the TAE40116 to move to the TAE40122 has been extended until December 2024.
- The current *Standards for RTOs* do not require trainers and assessors to upgrade to the TAE40122 qualification.
- Currently, it is an individual's choice as to whether they upgrade their existing qualifications to the TAE40122.

Vocational competence



Vocational competencies **at least to the level** being delivered and assessed

TAC Fact Sheet: Vocational
Competence and Industry Currency
wa.gov.au/tac

Industry currency



'Current industry skills' means that the trainer/assessor has a thorough understanding of how the unit of competency to be delivered and/or assessed actually works within the workplace to current workplace standards.

TAC Fact Sheet: Vocational
Competence and Industry Currency
wa.gov.au/tac

Evidence of compliance

Evidence an auditor would be looking for to determine your RTO's compliance with clause 1.13?

1. Verified copies of the trainer/assessor's credentials; or
2. The trainer/assessor's USI transcript;
3. Mapping of equivalence evidence supported by the evidence and the RTOs review process to establish equivalence;
4. RTO establishes what needs to be done by individual trainers and assessors to maintain industry currency; – maybe in a plan or schedule
5. Evidence of activities relating to industry currency – includes dates – certificates, logs, employment records.

Third-Party arrangements

When using a third party for the delivery and assessment of vocational training are the requirements for the trainers and assessors any different to what we have already discussed?

No 



Please refer to handout
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Evidence of compliance

Evidence an auditor would be looking for to determine your RTO's compliance with clauses 2.3 and 2.4?

1. The written agreement for the third party arrangement – the sections that specify the requirements for trainers and assessors. This would include:
 - a) How the RTO and the third party select trainers and assessors.
 - b) How the trainers and assessors are onboarded including checking that they meet the regulatory requirements at commencement and throughout the term of the agreement.
 - c) The records kept for each trainer and assessor and by whom.
 - d) The process for monitoring the implementation of the agreement.
2. Records of monitoring that have been undertaken and evidence of any corrective actions being implemented successfully.

References and Resources

- *Standards for Register Training Organisations (RTOs) 2015;*
- TAC Fact Sheet – Trainer Assessor Requirements;
- TAC Fact Sheet – Vocational Competence and Industry Currency; and
- The TAC Users Guide.

New TAC Website
wa.gov.au/TAC

Questions?



Contact TAC



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