

TRAINERS AND ASSESSORS POLICY

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1.0 Purpose

The purpose of this policy is to ensure that all individuals engaged in VET training and assessment activities meet the required standards of qualification, vocational competency, and industry currency, in alignment with the Standards for Registered Training Organisations.

2.0 Scope

This policy is relevant to all EIT staff involved in the training and assessment of VET courses.

3.0 Policy Statement

EIT will ensure that VET training and assessment is delivered only by individuals who:

- have training and assessment qualifications as prescribed in the Standards for Registered Training Organisations and accompanying Compliance Requirements document.
- have vocational competencies at least to the level being delivered and/or assessed.
- have current industry skills directly relevant to the training and/or assessment being provided.
- have current knowledge and skills in vocational training and learning that informs their training and assessment.

When individuals are engaged who do not have, or who are studying towards, the necessary training and assessment qualifications, they will work under the supervision of a qualified trainer and will not determine assessment decisions.

4.0 Trainer and Assessor Requirements

4.1 Training and Assessment Qualification(s)

When an individual shows interest in training and/or assessing for EIT, provided they meet the requirements set out in 4.2 & 4.3, they will be advised of the required qualification(s) as set out in the Standards for Registered Training Organisations and accompanying Compliance Requirements and Credential Policy document.

All people delivering training and/or assessment must either:

- hold one of the following credentials to deliver training and assessment without direction, including making assessment judgments:
 - TAE40122 Certificate IV in Training and Assessment or its successor,
 - TAE40116 Certificate IV in Training and Assessment,
 - TAE40110 Certificate IV in Training and Assessment,
 - A diploma or higher-level qualification in adult education or vocational education and training.
 - A secondary teaching qualification and one of the following credentials:
 - TAESS00011 Assessor Skill Set, or
 - TAESS00019 Assessor Skill Set or its successor, or
 - TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set or its successor; OR
- be actively working towards one of the following training and assessment credentials:
 - TAE40122 Certificate IV in Training and Assessment or its successor, or
 - TAE50122 Diploma of Vocational Education and Training or its successor; and

work under the direction of a trainer or assessor with one of the following training and assessment credentials:

 - TAE40122 Certificate IV in Training and Assessment or its successor,
 - TAE40116 Certificate IV in Training and Assessment,
 - TAE40110 Certificate IV in Training and Assessment,
 - A secondary teaching qualification and one of the following credentials:
 - TAESS00011 Assessor Skill Set, or
 - TAESS00019 Assessor Skill Set or its successor, or
 - TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set or its successor,
 - A diploma or higher-level qualification in adult education or vocational education and training;
OR

- have one of the following training and assessment credentials:
 - TAESS00021 Facilitation Skill Set or its successor,
 - TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set or its successor,
 - TAESS00030 Volunteer Trainer Delivery and Assessment Contribution Skill Set or its successor,
 - TAESS00029 Volunteer Trainer Delivery Skill Set or its successor,
 - TAESS00020 Workplace Trainer Skill Set or its successor,
 - TAESS00028 Work Skill Instructor Skill Set or its successor,
 - TAESS00022 Young Learner Delivery Skill Set or its successor,
 - TAESS00015 Enterprise Trainer and Assessor Skill Set
 - TAESS00003 Enterprise Trainer and Assessor Skill Set,
 - TAESS00008 Enterprise Trainer – Mentoring Skill Set,
 - TAESS00013 Enterprise Trainer – Mentoring Skill Set,
 - TAESS00007 Enterprise Trainer – Presenting Skill Set,
 - TAESS00014 Enterprise Trainer – Presenting Skill Set,
 - A secondary teaching qualification; and

work under the direction of a trainer or assessor with one of the following training and assessment credentials:

- TAE40122 Certificate IV in Training and Assessment or its successor,
- TAE40116 Certificate IV in Training and Assessment,
- TAE40110 Certificate IV in Training and Assessment,
- A secondary teaching qualification and one of the following credentials:
 - TAESS00011 Assessor Skill Set, or
 - TAESS00019 Assessor Skill Set or its successor, or
 - TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set or its successor,
- A diploma or higher-level qualification in adult education or vocational education and training.

Should an individual not hold any of these credentials, they will be asked to complete relevant training offered by a Registered Training Organisation (RTO) and advised of the restrictions imposed on them whilst completing the training.

A person who is actively working towards a training and assessment credential can deliver training and contribute to assessment (including conducting assessment and collecting assessment evidence), provided they work under the direction of a trainer or assessor (see section 5.0). Working towards these qualifications does not qualify the person to make assessment judgments.

To be actively working towards a credential, the person must:

- be enrolled in and have commenced training in one of the training and assessment credentials stipulated in the Standards for Registered Training Organisations and accompanying Compliance Requirements and Credential Policy document.
- be making satisfactory progress to enable the credential to be completed within two years of commencement.

Individuals not willing to complete any of the qualifications detailed in this policy will not be able to take up a role as a trainer and/or assessor in the VET department.

4.2 Vocational Competencies/Qualifications

Individuals who wish to train and/or assess need to have industry competencies, skills and knowledge that are relevant to, and at least to the level of, the training product being delivered or assessed. Individuals training and/or assessing for EIT must maintain an understanding of current industry practices relevant to the training and assessment being delivered.

4.3 Professional Development

All individuals, current or future, training and/or assessing for EIT need to maintain their industry skills as well as their knowledge and skills in vocational education and training, through professional development activities.

Examples of professional development may include the following:

- Attendance at relevant professional development activities
- Belonging to industry associations
- Participation in networks, communities of practice or mentoring activities
- Participation in industry release schemes
- Personal development through the reading of journals and newsletters
- Participation in projects with industry
- Staying informed about changes to technology and keeping up to date with changes to legislation
- Undertaking accredited training, or higher-level qualifications, relevant to the industry area
- Shadowing or working closely with other trainers and assessors.

EIT will also offer regular vocational education and training professional development sessions throughout the year to their trainers and assessors.

Evidence of professional development will need to be provided to EIT on an annual basis by the trainer and/or assessor completing a Trainer and Assessor Competency Matrix (TACM) for the unit(s)/module(s) they wish to teach and/or assess.

The TACM will be reviewed and approved by the Deputy Dean before the trainer and/or assessor being able to start/resume their training and assessing activities at EIT for the coming year.

5.0 Working Under Supervision/Direction

An individual who is required to work under supervision/direction (as per section 4.0) can deliver training and contribute to assessment (including conducting assessment and collecting assessment evidence), provided they work under the direction of a trainer or assessor who meets the requirements stipulated in section 4.0, but is not permitted to make assessment judgements.

A trainer and assessor who provides supervision/direction to others delivering training is responsible for providing oversight, guidance and quality assurance in respect of a person who does not have the full training and assessment credential to ensure the quality of training and assessment delivered by that person.

The requirements apply to all trainers or assessors giving direction, regardless of whether the person receiving direction is an industry expert, holds a relevant skill set, or is actively working towards a credential. Feedback, where necessary, will be provided to the Deputy Dean and the trainer.

6.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

7.0 Related Documents

- Assessment and Validation Policy and Procedure.VET
- Course Advisory Committee Terms of Reference.VET
- Course Review and Quality Assurance Policy and Procedure.VET
- Diversity, Fair Treatment and Equal Opportunity Policy.DS
- Ethics Statement.DS
- Facilities and Learning Resources.DS
- Freedom of Speech and Academic Freedom Policy.DS
- Information Management and Security Policy and Procedure.DS
- Learning and Teaching Committee Terms of Reference.DS
- Learning and Teaching Policy and Procedure.VET
- Learning and Teaching Resources Policy.DS
- Online Learning and ICT Support Policy and Procedure.VET
- Privacy Policy.DS
- Records Management Policy.DS
- Selection, Appointment, and Induction Policy and Procedure.VET
- Staff Development Policy.DS

8.0 Related Legislation

The following legislation is relevant to this policy; however, not all are mandatory for education providers:

- [Age Discrimination Act 2004 \(Cwth.\)](#)
- [Australian Human Rights Commission Act 1986 \(Cwth.\)](#)
- [Australian Qualifications Framework \(AQF\) \(National Policy\)](#)
- [Credentials Policy \(Cwth.\)](#)
- [Disability Discrimination Act 1992 \(Cwth.\)](#)
- [Equal Opportunity Act 1984 \(WA\)](#)
- [National Vocational Education and Training Regulator \(Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements\) Instrument 2025](#)
- [National Vocational Education and Training Regulator \(Outcome Standards for Registered Training Organisations\) Instrument 2025](#)
- [Privacy Act 1988 \(Cwth.\)](#)
- [Racial Discrimination Act 1975 \(Cwth.\)](#)
- [Sex Discrimination Act 1984 \(Cwth.\)](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Act 2020 \(WA\)](#)
- [VET Student Loan Act 2016 \(Cwth.\)](#)
- [VET Student Loan Rules 2016 \(Cwth.\)](#)

9.0 Accountabilities

The Academic Board is responsible for the review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.