



Australian Government
Australian Skills Quality Authority

Fact sheet—Meeting trainer and assessor requirements

This fact sheet aims to help registered training organisations (RTOs) understand the requirements of the *Standards for Registered Training Organisations (RTOs) 2015* (the Standards) in relation to trainers and assessors. This fact sheet is focused on the requirements set out in clauses 1.13 – 1.16.

Requirements for all trainers and assessors

As part of the Standards, an RTO's training and assessment may only be delivered by trainers and assessors who:

- **hold the required credentials** (Standards 1.14 and 1.15, Schedule 1 of the Standards)
- **hold vocational competencies** at least to the level being delivered and assessed (Standard 1.13[a])
- **have current industry skills** directly relevant to the training and assessment being provided (Standard 1.13[b])
- **have current knowledge and skills** in vocational training and learning that informs their training and assessment (Standard 1.13[c])
- **undertake relevant professional development** (Standard 1.16).

Keeping evidence in relation to trainers and assessors

Your RTO needs to retain sufficient evidence for each trainer and assessor to show they can demonstrate appropriate competency, currency and professional development. This fact sheet includes suggestions for how your trainers and assessors can demonstrate that they meet the requirements.

You also need to verify information presented by trainers and assessors. Verifying this may include:

- contacting the provider named on the person's evidence (including qualifications) to confirm that documentation is genuine
- conducting referee checks at the time of employment to confirm relevant industry experience.

You should keep evidence showing how you have verified this information.

1. Ensuring trainers and assessors hold required credentials

Your RTO must ensure that:

- training and assessment is only delivered by trainers and assessors who have current knowledge and skills in vocational training and learning
- all trainers and assessors undertake professional development in the knowledge and practice of vocational training, learning and assessment, including competency-based training and assessment.

Your RTO must also ensure trainers and assessors have particular training and assessment credentials. Changes to the required credentials for trainers and assessors came into effect from 1 July 2019.

Trainers and assessors must hold required qualifications

As of 1 July 2019, only a person who holds one of the following credentials can deliver training and assessment:

1. *TAE40116 Certificate IV in Training and Assessment*
2. *TAE40110 Certificate IV in Training and Assessment* **plus** the following units:
 - > either TAELLN411 or TAELLN401A, **and**
 - > either TAEASS502 or TAEASS502A or TAEASS502B
3. A diploma or higher level qualification in adult education.

Assessment may be undertaken by a person who holds one of the above credentials **or** the *TAESS00011 Assessor Skill Set* **or both the** *TAESS00001 Assessor Skill Set* and *TAEASS502 Design and develop assessment tools*.

If a trainer and assessor employed by your RTO does not hold the required credentials

If a trainer and assessor does not hold the required credentials as of 1 July 2019, you may be able to put in place arrangements for them to work under supervision. Anyone working under supervision is required to have:

- one of the skill sets identified in Item 6 of Schedule 1 of the Standards
- current industry skills directly relevant to the training and/or assessment provided
- vocational competencies at least to the level being delivered and/or assessed.

Individuals working under supervision **are not** able to determine assessment outcomes, but may be involved in aspects of the assessment process.

If you offer training products from the *TAE Training and Education Training Package*, trainers and assessors delivering these products need to hold additional qualifications.

Additional requirements for trainers and assessors delivering any products from the TAE Training Package

Additional requirements apply to trainers and assessors delivering training products from the *TAE Training and Education Training Package*.

What qualifications are required for trainers and assessors delivering TAE training products?

Trainers and assessors delivering the *TAE40116 Certificate IV in Training and Assessment* or any assessor skill set from the *TAE Training and Education Training Package* are required to hold **one** of the following qualifications:

- *TAE50111/TAE50116 Diploma of Vocational Education and Training*
- *TAE50211/TAE50216 Diploma of Training Design and Development*
- a higher level qualification in adult education.

Can trainers and assessors deliver Certificate IV in TAE or TAE assessor skill sets without the required qualifications?

If a trainer does not hold one of the required qualifications (as listed above), that trainer **cannot determine assessment outcomes** and **must work under the supervision** of a trainer/assessor who does hold the required qualification.

Supervised trainers and assessors must also still hold either:

- TAE40116 Certificate IV in Training and Assessment, **or**
- TAE40110 Certificate IV in Training and Assessment **plus** the following units:
 - > TAELLN411 or TAELLN401A, **and**
 - > TAEASS502 or TAEASS502A or TAEASS502B.

What are the requirements for delivering qualifications from the TAE Training Package other than the Certificate IV and assessor skills sets?

Trainers and assessors delivering any qualification or skill set from the TAE Training Package *other than the Certificate IV in Training and Assessment or any assessor skill set* must hold a TAE training product at least to the level being delivered. (For example, a person delivering a diploma qualification from the TAE package must hold a diploma qualification from the TAE package, but not necessarily the same qualification they are delivering.) Demonstrated equivalence is not permitted.

2. Meeting vocational competency requirements

Your RTO must ensure it has trainers and assessors who are vocationally competent to deliver all units you intend on offering.

Vocational competency means trainers have the particular skills and knowledge relevant to the industry area in which they are delivering. The training product identifies the competencies that the relevant industry requires.

When considering the vocational competencies required to deliver a training product, consider the requirements listed in the training product, both at the qualification and unit of competency/module level.

How trainers and assessors can demonstrate vocational competency

Trainers and assessors can demonstrate they have vocational competency at least to the level being delivered and assessed by **either**:

- holding the competency they are delivering, or
- demonstrating equivalence of competency.

Your RTO can determine **how** your trainers and assessors demonstrate equivalence of competency. However, you must be able to provide evidence showing how you have determined that their vocational skills and knowledge are equivalent to the requirements of the training product being delivered.

You may choose to capture evidence of equivalence by mapping the requirements of the training product and comparing these to the trainer and assessor's actual industry skills and knowledge.

If conducting a mapping exercise, you should:

- document all skills and knowledge requirements for each unit of competency/module the trainer and assessor is delivering
- collect evidence of the trainer and assessor's vocational competencies
- verify the evidence provided
- record a documented analysis between the evidence and the competency requirements.

3. Meeting current industry skills requirements

To provide training that reflects current industry practice and valid assessment, your RTO's trainers and assessors must have current skills in their industry area.

The current industry skills held by trainers and assessors:

- need to be consistent with the requirements of any training packages or accredited courses they are delivering
- need to be consistent with the required skills for trainers and assessors that your RTO has identified through industry engagement.

The training package implementation guide that accompanies a may also include advice on maintaining current industry-specific skills.

Currency in skills will depend on the industry area. Some industries operate in an environment where continual changes to technology or societal needs can mean that resources and processes are quickly out of date. In these industries, RTOs need to stay informed and regularly engage with industry to understand the industry skills trainers and assessors need.

How trainers and assessors can demonstrate current industry skills

Your trainers and assessors need to show how they have maintained, upgraded or developed new skills relevant to current industry needs.

Aim to ensure that your trainers and assessors:

- are regularly exposed to industry workplaces
- have the ability to participate in workplace tasks.

The purpose of a trainer and assessor workplace visit will determine whether the visit counts towards evidence of current industry skills:

- delivering training and assessment in a workplace would not count as development of current industry skills.
- attending a workplace to experience the latest techniques, processes and resources could contribute to the demonstration of current industry skills.

Evidence relating to trainers' and assessors' industry skills can take many forms. Trainers and assessors could also demonstrate current industry skills through:

- participating in relevant professional development activities—trainers and assessors may identify potential development activities by consulting relevant industry associations

- networking by attending (for example) industry breakfasts, workplace health and safety meetings or discussions with employers
- undertaking personal development by reading industry journals
- completing accredited training (single units of competency, skill sets or qualifications)
- working in the relevant industry on a part-time or casual basis.

Your RTO must ensure that the outcome of any industry engagement confirms the relevance of your trainers' and assessors' current industry skills. Consultation with industry will help identify which activities your trainers and assessors should undertake and how often.

4. Meeting 'current knowledge and skills in vocational training and learning' requirements

Training and assessment can only be delivered by trainers and assessors who have **current knowledge and skills in vocational training and learning**.

This ensures that:

- trainers and assessors have contemporary knowledge of the vocational education and training (VET) environment
- they can demonstrate this knowledge when delivering training and assessment
- training and assessment they deliver is relevant to learners' needs.

How trainers and assessors can demonstrate current vocational training and learning knowledge and skills

Currency in vocational training and learning also encompasses having current skills and knowledge to deliver in the adult vocational education environment. A trainer and assessor who has recently completed any qualification or skill set from the TAE Training Package would be able to demonstrate current vocational training and learning knowledge and skills.

Your RTO should ensure your trainers and assessors understand the requirements of the VET environment and that they continue to develop this knowledge after obtaining their training and assessment competencies.

Ensuring that all trainers and assessors undertake professional development will help contribute to the demonstration of vocational training and learning requirements. Your RTO must develop and implement a plan for professional development for each of your trainers and assessors.

5. Undertaking professional development in vocational training, learning and assessment

You RTO must ensure that all trainers and assessors undertake professional development in:

- the knowledge and practice of vocational training, learning and assessment
- competency-based training and assessment.

Definition of 'competency-based training and assessment'

Competency-based training and assessment means that a person is trained and assessed to meet the performance and knowledge requirements to safely and effectively complete workplace activities:

- in a range of different situations and environments
- to an industry standard as expected in the workplace.

A trainer and assessor has undertaken professional development:

- if they have participated in activities to maintain, upgrade and/or develop how they train and assess
- these activities relate to providing training and assessment in a competency-based environment.

How you can demonstrate that trainers and assessors have undertaken vocational training, learning and assessment professional development

Simply delivering training and assessment does not constitute professional development. Professional development activities are planned activities with the primary purpose of developing trainers' and assessors' own knowledge and skills.

Your RTO must:

- demonstrate that you have developed and implemented a plan for professional development for all trainers and assessors (including new employees, long-term staff, subcontractors and third-party providers)
- record evidence of professional development, including positive results of professional development activities.

Examples of professional development activities include:

- participating in internal or external courses, workshops, seminars, and conferences (that is, courses run by professional development providers as well as internal programs provided by your RTO)
- demonstrating recent completion of a VET training product
- participating in learning networks—various professional associations hold forums about vocational training and assessment
- reading relevant publications
- participating in validation or moderation activities
- shadowing or working closely with other trainers and assessors.

For more information

For more information on trainer and assessor credential requirements that came into effect on 1 July 2019, refer to the Department of Education's [frequently asked questions](#) or contact the Department on VETassessment@education.gov.au.

For help understanding trainer and assessor requirements, refer to [Chapter 4 of ASQA's User's guide to the Standards for Registered Training Organisations \(RTOs\) 2015](#).

Contact us

For more information, please contact the ASQA Info Line, Monday to Friday, 9.00 am to 7.00 pm AEST on **1300 701 801** or enquiries@asqa.gov.au.