Staff and Trainer Assessor Employment Policy and Procedure

Purpose

Care Training Institute is committed to employing quality managers and administrational staff; and skilled trainer assessors to engage with industry and to deliver the highest quality learning experiences to its students.

Policy

This policy outlines the approach that Care Training Institute will take to employ quality managers and administrational staff; and skilled trainer assessors that will engage with industry and deliver high quality training and assessment services in accordance with the Standards for RTOs 2015.

Procedure

Recruitment
When recruiting, Care Training Institute will ensure that available positions of employment are advertised on relevant online recruitment websites, and that a detailed overview of the position is provided to potential applicants.

Applicants will be required to formally apply for positions of employment with Care Training Institute by submitting a current resume along with a written application with a response to set key selection criteria. Applicants will then be shortlisted and then interviewed, first by phone, then in a face-to-face meeting.

New Employee Induction (Managers and Administrational Staff)

a) All Care Training Institute employees are to undertake an induction prior to the commencement of employment.

b) Induction is to be set as a meeting with the new employee and their immediate Manager

c) All employees will be inducted into the RTO’s processes as well as legislation and regulatory requirements that affect their position with Care Training Institute.

d) The employee induction checklist is to be completed and the following documents are to be completed and/or submitted at the time of an induction. All documentation will be maintained in the employee’s personnel file:
• **New Employee Induction Form – including Employee Sign off on the Standards for RTOs 2015**
• **Signed Contract**
• **Signed Position Description**
• **Signed Resume**
• **Verified Copies of Qualifications**
• **Standards for RTOs 2015 Employee Sign off document**

**Trainer Assessor Requirements**

**Trainer Assessor Induction**

a) All Trainer Assessors are to undertake an induction prior to the commencement of any delivery or assessment.

b) Induction is to be set as a meeting with the Trainer Assessor and the Head of Training.

c) The new employee induction checklist is to be completed and the following documents are to be completed and/or submitted at the time of an induction:
   - **New Employee Induction Form – including Employee Sign off on the Standards for RTOs 2015**
   - **Signed Contract**
   - **Signed Position Description**
   - **Signed Resume**
   - **Completed Trainer Assessor Profile**
   - **Verified Copies of Qualifications**
   - **Training and Assessment Strategies for qualifications to be delivered**

**Qualified Trainer Assessors**

Care Training Institute will ensure that all training and assessment is delivered only by persons who have:

- TAE40110 or its successor; or a Diploma or Higher level qualification in Adult Education
- Vocational competencies at least to the level being delivered and assessed;
- Current industry skills directly relevant to the training and assessment being provided; and
- Current knowledge and skills in vocational training and learning that informs their training and assessment

**VET Sector Currency**

Care Training Institute will ensure that its trainer assessors maintain VET currency by undertaking professional development in the fields of the knowledge and practice of vocational training, learning and assessment, including competency based training and assessment. Upon initial employment or engagement, the trainer assessor will record
their Skills and Competencies, as well as all professional development undertaken in the previous 12 months, in a Trainer Assessor Profile.

Trainer Assessors will then be required to complete and submit a Trainer Assessor Competence and VET Currency Log on an annual basis.

Industry Currency
Care Training Institute will ensure that its trainer assessors maintain their industry currency by undertaking professional development in the industries and fields of employment related to the vocational training and assessment being delivered. This professional development will be recorded by the trainer assessor in the Trainer Assessor Profile upon their initial employment or engagement.

Trainer Assessors will then be required to complete and submit a Trainer Assessor Industry Currency Log annually.

Working With Children
Care Training Institute will ensure that all staff, including trainer assessors that have direct contact with children under the age of 18 will have a Working With Children Check in the State or Territory that training is being delivered.

Persons affected by this policy
- CEO
- RTO General Manager
- Head of Training
- Training Coordinator
- Trainer Assessors
- Contractors

Relevant documents and forms
- Training and Assessment Policy
- Compliance with Legislation Policy
- Trainer Assessor Profile Template
- Trainer Assessor Industry Currency Log
- Trainer Assessor Competence and VET Currency Log
- Employee Register
- Employee Induction Checklist
- Standards for RTOs 2015 Employee Declaration

Relevant standards

Standards for RTOs 2015
Standard 1.6, 1.13, 1.14, 1.15, 1.16, 1.17, 1.18, 1.19, 1.20, 1.21, 1.22, 1.23, 1.24, 1.25