



Staff Engagement and Development

Policy and Procedures

1. Scope

This policy applies to all Holmes Institute Pty Ltd (“Holmes”) VET Training and Assessment Staff, including employees and contractors.

2. Purpose

This Policy:

- outlines the standards and criteria used in assessing the professional experience of Trainers and Assessors to be involved in teaching, assessment marking and academic supervisory roles, and
- ensures that the trainers and assessors appointed to undertake such roles are appropriately qualified.
- Outlines requirement for staff to regularly undertake professional development and industry engagement activities, and complies with the Standards for Registered Training Organisations (2015).

3. Policy Principles and Standards

- 3.1 Holmes requires that all Trainers and Assessors who undertake training, assessment and marking or academic supervisory roles are appropriately qualified in the discipline in which they are engaged to work.
- 3.2 All Trainers and Assessors are fully informed of the requirements for delivering Holmes VET courses, and are reviewed and endorsed to teach, assess or supervise Holmes’ VET education units in accordance with this policy.
- 3.3 Trainer & Assessor credential requirements are outlined below and also apply to those working in academic supervisory roles.
 - Vocational competencies at least to the level being delivered and assessed
 - Current industry skills directly relevant to the training and assessment being provided
 - Current knowledge and skills in vocational training and learning that informs their training and assessment

3.4 Current and Future Trainer & Assessor Requirements in accordance with the Standards for RTO's, Clause 1.14

Requirements for 1 January 2016 – 30 June 2019	Requirements from 1 July 2019
<p>As of 1 January 2016 trainers and assessors must hold the following qualification:</p> <ul style="list-style-type: none"> • TAE40110 Certificate IV in Training and Assessment or its successor or • A diploma or higher level qualification in adult education 	<p>From 1 July 2019 trainers and assessors must hold the following qualification:</p> <ul style="list-style-type: none"> • TAE40116 Certificate IV in Training and Assessment or its successor or • TAE40110 Certificate IV in Training and Assessment plus the following units: <ul style="list-style-type: none"> *TAELLN411 or its successor or * TAELLN401A and * TAEASS502 or its successor or * TAEASS502A or * TAEASS502B <p>or</p> <ul style="list-style-type: none"> • A diploma or higher level qualification in adult education

**** An adult education qualification has a focus on training and assessing adults.**

Examples of adult education qualifications include:

- CASR Part 61 Flight Simulator Instructor
- Army Recruit Instructor
- Graduate Diploma in Adult and Vocational Education and Training
- Graduate Diploma of Adult Language, Literacy and Numeracy
- Master of Education or Doctoral degree with an adult education focus.

3.5 In some instances, Holmes may employ an individual as an assessor only. Where this is the case, the academic must possess any current qualifications listed in 3.4 above or:

- TAESS00011 Assessor Skills Set, or
- TAESS00001 Assessor Skill Set and TAEASS502 Design and develop assessment tools.

3.6 Holmes has arrangements in place for staff to work under supervision, where they do not possess the above-mentioned qualifications. Those working under supervision are required to have one of the skill sets outlined below:

- TAESS00007 Enterprise Trainer – Presenting Skill Set or
- TAESS00014 Enterprise Trainer – Presenting Skill Set or its successor or
- TAESS00008 Enterprise Trainer – Mentoring Skill Set or
- TAESS00013 Enterprise Trainer – Mentoring Skill Set or its successor
- TAESS00003 Enterprise Trainer – and Assessor Skill Set or
- TAE00015 Enterprise Trainer and Assessor Skill Set or its successor

AND

- Vocational competencies at least to the level being delivered and assessed
 - Current industry skills directly relevant to the training and assessment being provided
- ** Note: individuals working under supervision cannot determine assessment outcomes, but may be involved in aspects of the assessment process.**

3.7 Mentoring of early-career staff

Any early career staff will be supported through mentorship by an appropriately qualified staff member from the same discipline area. Early career staff members are defined as those with under 3 years of teaching experience. Early career academic staff members will also be directly supervised by the relevant campus Program Manager or equivalent to ensure that such staff are adequately informed and supported in fulfilling their duties.

3.8 Professional Development & Industry Engagement

All Trainers and Assessors, as well as those in academic supervisory roles are required to undertake regular professional development in their fields of the knowledge / discipline areas and in vocational training pedagogy, including but not limited to, learning and assessment and competency-based training and assessment.

In order to promote staff development opportunities, Holmes will also provide ongoing staff training as per its Professional Development Calendar.

Version Control and accountable officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer(s)	National VET Program Manager
Implementation Officer	Relevant Program Manager or equivalent
Review Date	June 2020