

**AHETI**Transforming Aspirations into
Australian Health Careers

TRAINER/ASSESSOR MANAGEMENT PROCEDURE

1 PURPOSE

- 1.1 This procedure delineates the methods through which AHETI employs a systematic approach to enlist Trainers and Assessors with the necessary skills and experience in accordance with the [RTO Standards \(2015\)](#) to ensure the delivery of high-quality training and assessment methods.

2 SCOPE

- 2.1 This procedure establishes the processes for recruiting, orienting, and overseeing trainers responsible for delivering nationally recognised programs offered by AHETI.

3 TRAINER RECRUITMENT

- 3.1 The job description provides a comprehensive outline of the qualifications, essential attributes, and role expectations for Trainers and Assessors.
- 3.2 These specifications are included in the job posting on the AHETI website. The hiring process is done by the AHETI Director. Once selected, new hires receive their orientation from the AHETI Director or Lead Trainer.
- 3.3 Recruitment activities may also involve external recruitment agencies, which are responsible for contract and agreement preparation.

4 ORIENTATION/INDUCTION

- 4.1 New Trainers and Assessors receive an orientation program when they start their employment. This program is designed to acquaint them with AHETI's training setting and the broader AHETI context. It covers all the necessary regulatory obligations related to their roles as Trainers and Assessors and AHETI's organisational and administrative framework. The Lead Trainer supervises this orientation process.

5 TRAINER AND ASSESSOR CURRENCY

- 5.1 According to AHETI's standards, individuals responsible for delivering training and assessment must meet the following criteria:
- i. Possess current industry skills that directly relate to the training and assessment they provide.
 - ii. Have up-to-date knowledge and skills in vocational training and learning, which informs their training and assessment.
 - iii. Demonstrate their engagement in ongoing professional development related to vocational training, learning, and assessment, including competency-based training and assessment.
- 5.2 When Trainers and Assessors join AHETI, they are obligated to complete a Trainer Assessor Profile that aligns their qualifications, skills, and experience with the specific units they teach or assess. For those conducting TAE40116 qualifications, a TAE Trainer Assessor Profile is required.
- 5.3 The table below outlines the Currency Points assigned to various activities in which Trainers can engage to maintain their competency and currency. Trainers must accumulate eight (8) currency points annually and provide supporting evidence to the Lead Trainer or AHETI's Director.

Currency Activity	Evidence Guide	Points
Formal Professional Development leading to a nationally endorsed qualification	AQF Qualification with a record of results	5
Working in industry part time	Work log or equivalent	5
Formal Professional Development leading to a Statement of Attainment	Statement of Attainment	4
Delivering workplace training	Work log or equivalent	4
Undertaking formal research or a significant project	Research Paper or Project Report	4
Work Placement (vocational) less than five days	Work log and post activity report	4
Non-accredited Professional Development - Conference / Workshop	Certificate of Attendance or other proof	3
Development of learning and assessment materials	Example of developed materials	3
Internal Professional Development	Attendance record	2
Work Shadowing	Work log and post activity report	2
Industry site visit (half day)	Post activity report	2
Networking event (face-to-face)	Certificate of Attendance or other proof	2
Networking (online)	Print of activity demonstrating active involvement	1
Subscription to Industry Journal	Subscription fee receipt or letter of confirmation	1
Subscription to email based newsletter	Confirmation of subscription	1
Membership of an Industry Association or Professional Group	Receipt of membership fee or letter of confirmation	1

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6 WORKING UNDER SUPERVISION

- 6.1 AHETI engages subject matter experts to deliver training who work under the supervision of a trainer. These subject matter experts must meet the following criteria:
- i. They must hold one of the following skill sets:
 - a. TAESS00007 Enterprise Trainer – Presenting Skill Set.
 - b. TAESS00008 Enterprise Trainer – Mentoring Skill Set.
 - c. TAESS00003 Enterprise Trainer – Assessor Skill Set.
 - ii. They must possess vocational competencies at least at the level they are delivering and assessing.
 - iii. They must have current industry skills directly relevant to the training and assessment they are providing.
- 6.2 A Trainer and Assessor holding one of the above skill sets can only perform tasks associated with those specific competencies.
- 6.3 A trainer with the Enterprise Trainer Presenting Skill Set is qualified to make presentations and deliver skills training but does not have the competence to undertake assessments. They do not hold the Assessor skill set or the TAE40116 qualification.
- 6.4 A trainer with the skill set of an Enterprise Trainer and Assessor is competent to gather assessment evidence and provide skills training.

7 APPROVED DELIVERY REGISTER

- 7.1 AHETI maintains an Authorised Delivery Register, serving as a centralised record of the units that each Trainer and Assessor is authorised to deliver or assess. The Lead Trainer is responsible for keeping this register updated, and there are three distinct designations:
- i. Authorisation for training only.
 - ii. Authorisation for assessment only.
 - iii. Authorisation for both training and assessment.
- 7.2 Course Coordinators utilise the Authorised Delivery Register to verify which Trainers are authorised for delivery and assessment. If a proposed Trainer or Assessor lacks the necessary competence, an alternative Trainer or Assessor will be assigned to teach that particular unit to the cohort or student.

8 TRAINER RECORDS

- 8.1 Electronic records are kept in a designated HR file and are stored following AHETI's Records Policy.
- 8.2 The following list outlines the documents that are maintained in electronic format:
- i. Completed staff induction record, signed by the Lead Trainer and AHETI Director.
 - ii. Certified true copies of Trainer/Assessor qualifications.
 - iii. Certified true copies of vocational qualifications.
 - iv. Evidence of equivalent competence if relevant (Vocational Matrix Template).



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- v. Updated Curriculum Vitae or Resume containing professional history.
- vi. Duty statement, signed by the staff member.
- vii. Employment Contract/Service Agreement, signed by the AHETI Director and AHETI CEO.
- viii. National Police Check if necessary.
- ix. Relevant licence documentation, working with children check, and more.



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For more information		
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