

PURPOSE

This policy defines the requirements for all trainers, either working directly for Life International Training, providing training and assessment services on behalf of Life International Training to meet the requirements for ongoing Professional Development and maintenance of current industry skills and knowledge and current skills in vocational training and assessment.

SCOPE

Life International Training endorses this Policy to ensure that trainers and assessors continue to develop their skills, knowledge & experience in the vocational field of training they deliver and to ensure that they maintain current industry skills in their respective vocational field. It ensures that the organisation and its employees and consultants continue to meet the requirements of clause 1.13 of the *Standards for Registered training Organisations (RTOs) 2015*.

Clause 1.3 The RTO has, for all of its scope of registration, and consistent with its training and assessment strategies, sufficient:

- *trainers and assessors to deliver the training and assessment;*
- *educational and support services to meet the needs of the learner cohort/s undertaking the training and assessment;*
- *learning resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery; and*
- *facilities, whether physical or virtual, and equipment to accommodate and support the number of learners undertaking the training and assessment*

Clause 1.4 The RTO meets all requirements specified in the relevant training package or VET accredited course.

PROCEDURE

PROFESSIONAL DEVELOPMENT

Trainers and assessors are required to undertake ongoing professional development specifically in competency-based training and assessment.

Examples:

This may include subscribing to training newsletters, attending workshops, undertaking online PD courses, participating in moderation meetings or attending trainer's meeting either with Life International Training or another RTO.

Details of professional development undertaken must be forwarded to Life International Training at the annually for inputting to the trainer's file in Axcelerate. The suitability and applicability of the professional development undertaken must be deemed appropriate by Life International Training in accordance with this policy and requirements of clause 1.13.

We require a minimum of 100 PD points annually. Details of how this may be attained include –

CODE	PROFESSIONAL DEVELOPMENT	PTS
TM	Trainer's Meeting/viewing DVD	30
TMM	Trainer Moderation Meeting	30
TVM	Trainer Validation Meeting	30
CA	Trainer Competency Audit	30
QU	Qualification Update	20
NQ	New Qualification	20
IF	Industry Forums	30
VPDC	VET Professional Development Course	40
OPDC	Other Professional Development Course	40
WRD	Writing/reviewing training resources	20
SUB01	Subscription-Community Services and Health Industry Skills Council http://www.ivet.com.au/index.html	10
SUB02	Subscription- InSources Newsletter www.insources.com.au	10
SUB03	Subscription- VETR Update www.vetr.com.au	10
SUB04	Subscription – National Centre for Vocational Education Research www.ncver.edu.au	10
SUB05	Subscription-Innovation & Business Skills Australia www.ibsa.org.au	10
SUB06	Subscription-Skills at Work www.industry.gov.au	10
SUB07	Subscription-National VET E-Learning Strategy www.natese.gov.au	10
SUB08	Subscription-Training Packages at Work www.innovation.gov.au	10
SUB09	Subscriptions-OTHERS	10

INDUSTRY SKILLS

All trainers and assessors must be competent in the vocational field of delivery. Trainers must ensure that they acquire current industry skills directly relevant to the training and assessment they provide. To ensure that trainers meet this requirement they must meet at least one of the following criteria –

- Be a workplace First Aid officer
- Be an active member of –
 - St John Ambulance
 - SES
 - Red Cross
 - Surf Life Saving
- Provide nursing services
- Provide paramedical services

- Provide other first aid services as deemed appropriate
- Perform duties of a first aider for a sporting club, community group or other organisation.

Trainers need to be able to provide details about the organisation, the duties performed and the number of hours performing these duties.

Current details of industry skills must be forwarded to Life International Training for inputting into the trainer's file on Axcelerate.

VOCATIONAL COMPETENCIES

Trainer must, at all times, hold vocational competencies and qualifications, least to the level being delivered, or a higher-level qualification as determined by the VET packaging rules. Copies of qualifications attained must be forwarded to Life International Training for inputting into the trainer's file on Axcelerate.