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OSCAR INSTITUTE

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RTO :21118

# **Staff Competency and Currency**



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## **Staff Competency and Currency**

### **Purpose**

To ensure all Trainers & Assessors meet the qualifications, competencies, and currency requirements to enable the delivery of high-quality, compliant training and assessment. This policy ensures our workforce remains skilled, knowledgeable, and engaged in ongoing professional development.

### **Scope**

This policy applies to:

- All Trainers & Assessors and individuals working under direction; and
- All of our training and assessment services.

### **Responsibilities CEO**

- Ensures compliance with legislation, regulations and Standards for RTO.
- Undertakes their own professional development activities to maintain their own knowledge.
- Reviews and approves of the Trainers' Professional Development Plan and the Trainer Matrixes.

### **RTO Manager**

- Verifies Trainer & Assessor credentials, competencies and currency.
- Reviews and ensures professional development activities are undertaken by the CEO and Trainers & Assessors promptly.
- Maintains records of all staff files and competency and currency evidences securely.
- Monitors staff performance and conduct performance reviews.

### **Trainers & Assessors**

- Maintains vocational and industry skills currency by undertaking industry and vocational training and assessment professional development activities annually.
- Participates in annual performance reviews to assess their professional development and competency needs.



## General Principles

As part of the Standards for RTOs, an RTO's training and assessment may only be delivered by Trainers & Assessors who:

- Hold the required credentials and vocational competencies;
- Have current industry skills;
- Have current vocational training and learning knowledge and skills; and
- Undertake relevant professional development at least once every 12-months.

## Required Credentials

Trainers & Assessors must hold one of the following credentials:

- TAE40122 Certificate IV in Training and Assessment (or its predecessor);
- TAE40110 Certificate IV in Training and Assessment;
- A diploma or higher-level qualification in adult education;
- A diploma or higher-level qualification in vocational education and training; or
- A secondary teaching qualification and one of the following credentials:
  - o TAESS00011 Assessor Skill Set, or
  - o TAESS00019 Assessor Skill Set, or
  - o TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set.

Where a person is hired to only conduct assessments, Oscar institute will ensure that the Assessor holds the following credentials:

- TAE40122 Certificate IV in Training and Assessment (or its predecessor); or
- TAE40110 Certificate IV in Training and Assessment;
- TAESS00019 Assessor Skill Set;
- TAESS00011 Assessor Skill Set;
- TAESS00001 Assessor Skill Set;
- A diploma of higher-level qualification in adult education;
- A diploma or higher-level qualification in vocational education and training; or



- A secondary teaching qualification and one of the following credentials:
  - o TAESS00011 Assessor Skill Set, or
  - o TAESS00019 Assessor Skill Set, or
  - o TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set.

### **Working Under Direction**

In some limited circumstances, individuals can deliver training and contribute to assessment (including conducting and collecting assessment evidences) so long as they work under the direction of a Trainer or Assessor and are actively working towards a TAE credential. These individuals will not be able to make assessment judgements, except where they are hired to only conduct assessments.

These individuals must:

- Be enrolled and have commenced training in one of the following TAE credentials:
  - o TAE40122 Certificate IV in Training and Assessment (or its predecessor), or
  - o TAE50122 Diploma of Vocational Education and Training; and
- Be making satisfactory progress to enable the credential to be completed within 2-years of the commencement of their employment with Oscar Institute.

Under Section 1D of the Standards for RTOs 2025 Credential Policy, if an individual does not hold the required credentials for Trainers & Assessors above, they may be able to work under supervision.

Whilst it is not a standard practice of Oscar institute to hire individuals without the required credentials as specified in Section 1A of the Standards for RTOs 2025 Credential Policy, where we do hire an individual to work under direction, Oscar institute must be able to justify the relevance of the individual's credential to the VET student cohort they are delivering to and they must hold one of the following:

- TAESS00021 Facilitation Skill Set;
- TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set;
- TAESS00030 Volunteer Trainer Delivery and Assessment Contribution Skill Set;
- TAESS00029 Volunteer Trainer Delivery Skill Set;
- TAESS00020 Workplace Trainer Skill Set;



- TAESS00028 Work Skill Instructor Skill Set;
- TAESS00022 Young Learner Delivery Skill Set;
- TAESS00015 Enterprise Trainer & Assessor Skill Set;
- TAESS00003 Enterprise Trainer & Assessor Skill Set;
- TAESS00008 Enterprise Trainer – Mentoring Skill Set;
- TAESS00013 Enterprise Trainer – Mentoring Skill Set;
- TAESS00007 Enterprise Trainer – Presenting Skill Set;
- TAESS00014 Enterprise Trainer – Presenting Skill Set; or
- A secondary teaching qualification.

We will also ensure that the Trainer & Assessor who is providing supervision monitor them on a weekly basis and are accountable for all training provision and collection of assessment evidence by the individual under their direction.

The Trainer & Assessor providing direction must hold:

- TAE40122 Certificate IV in Training and Assessment (or its predecessor);
- TAE40110 Certificate IV in Training and Assessment;
- A diploma or higher-level qualification in adult education;
- A diploma or higher-level qualification in vocational education and training; or
- A secondary teaching qualification and one of the following credentials:
  - o TAESS00011 Assessor Skill Set, or
  - o TAESS00019 Assessor Skill Set, or
  - o TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set.

### **Vocational Competencies**

Vocational competency means the Trainers & Assessors have the skills and knowledge relevant to the industry area in which they are delivering. A person who has vocational competency will be familiar with the content of the vocation and will have relevant current experience in the industry. In determining requirements for vocational competency, Oscar institute will be guided by the advice in the respective Training Product(s) relating to the vocational competencies of Trainers & Assessors. Oscar



institute will also refer to information gathered during industry consultation activities that inform the current industry skills required of the Trainers & Assessors.

Oscar institute requires that Trainers & Assessors must have vocational competencies at least to the level being delivered and assessed. This means that they either hold the actual qualification, or a higher qualification. If the Trainer & Assessor does not hold the actual qualification, they may provide other supporting evidence to demonstrate their competency to the level being delivered and assessed. Evidence may include certified copies of higher or related qualification or statements of attainment, work samples, employer references, resume, referees contact information, etc.

Oscar institute will capture the evidence of equivalence by mapping the requirements of the training product and comparing these to the Trainer & Assessor's actual industry skills and knowledge.

During the mapping exercise, Oscar institute will:

- Document all skills and knowledge requirements for each unit of competency / module the Trainer & Assessor is delivering
- Collect evidence of the Trainer & Assessor's vocational competencies
- Verify the evidence provided
- Record a documented analysis between the evidence and the competency requirements

### **Current Industry Skills**

Oscar institute require that Trainers & Assessors have current industry skills directly relevant to the training and assessment being provided. 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, Oscar institute is required to stay informed and regularly engage with the industry to understand the industry skills Trainers & Assessors need. These industry engagements will help us identify which activities our Trainers & Assessors should undertake and how often.

Oscar institute aims to ensure that our Trainers & Assessors:

- Are regularly exposed to industry workplaces as part of their professional development plan;
- Have the ability to participate in workplace tasks; and



- Undertake professional development activities relating to the industry at least once every 12-months.

Evidence relating to Trainers' and Assessors' current industry skills can be demonstrated through:

- Participating in relevant professional development activities;
- Networking by attending events such as industry breakfasts, meetings or discussions with employers to learn about new practices, technologies and systems in the industry;
- Participating in mentoring activities or be part of a professional membership association;
- Participating in projects with the industry or an industry employer;
- Shadowing or working closely in the industry or an industry employer;
- Undertaking personal development by reading industry journals;
- Completing relevant nationally recognised training such as single units of competency, skill sets or qualifications, or accredited courses; and
- Working in the relevant industry on a part-time or casual basis, or on a volunteer basis.

### **Current Vocational Training and Assessment Knowledge and Skills**

Training and assessment can only be delivered by Trainers & Assessors who have current knowledge and skills in vocational training and learning. Currency in vocational training and learning encompasses having current skills and knowledge to deliver in the adult vocational education environment. A Trainer & 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.

This ensures that our Trainers & Assessors:

- Have contemporary knowledge of the vocational education and training environment;
- Can demonstrate this knowledge when delivering training and assessment;
- Can deliver training and assessment relevant to learners' needs; and



- Undertake professional development activities relating to training and assessment at least once every 12-months.

### **Professional Development**

Oscar institute is required to ensure that all of Trainers & Assessors undertake professional development in the fields of knowledge and practice of vocational training and training and assessment.

It is a requirement for an RTO to provide for the continued professional development, ensuring we maintain and develop the professional competence of Trainers & Assessors, as well as our management and support personnel.

This is made up of three components – continued development of a staff member’s vocational competence, training and assessment competence, and awareness of applicable legislative and organisational requirements.

In order to achieve this, Oscar institute requires each staff member to complete a Professional Development Plan during their induction program, and on each anniversary of their employment with Oscar Institute. The plan must include the professional development activities covering vocational, industry and legislation. Professional development activities are valid for a 12-month period. This means that if a Trainer & Assessor had completed their last vocational professional development activity in July 2025, they will not have to complete another vocational professional development activity until July 2026.

Oscar institute will provide individual financial support to our permanent staff members who are no longer in their probationary period of employment to assist with the undertaking of professional development activities. The amount will vary depending on the role currently held by the staff member and the professional development activity – this is subject to approval by the CEO.

This enables us to provide our staff with adequate support for their career advancement aspirations in order to retain staff who perform well, prepare staff members for possible future responsibilities with our organisation, enhance the standard of performance, maintain and increase job satisfaction, improve and develop the ability of staff members to initiate and respond constructively to change, maintain and continuously improve and maintain the currency of their vocational skills and knowledge.

All staff members are required to submit evidence of their professional development participation to the CEO so that it can be properly reviewed and recorded on their file.



The table below is a guide as to the types of evidence that will need to be submitted for the professional development activity to be recognised as a valid activity.

Professional Development Activity	Suitable Evidence Guide
Internal professional development workshop	Certificate of Attendance
Industry seminars	Certificate of Attendance
Completing nationally recognised training or an accredited course	AQF qualification with a Record of Results or a Statement of Attainment
Industry and networking events	Certificate of Attendance or some other proof
Professional membership association	Membership letter or paid invoices
Mentoring activities	Written reference from the mentor
Work placement with an industry employer	Written reference from the industry employer
Participating in projects with an industry employer or industry body	Written reference from the industry employer or industry body
Working in the relevant industry on a part-time basis or casual basis or volunteer basis	Letter from the employer or contract of employment with a reference from the employer
Reading industry journals	Professional Development Activity Summary

## Staff Training Matrix

Oscar institute will endeavour to maintain a Trainer Matrix that tracks and maintains records of a Trainer & Assessor's qualifications, competencies, work experience and professional development. The Trainer Matrix will also act as a central register, recording the units of competency each Trainer is approved to deliver.

## Compliance

This policy aligns with Standards for RTOs 2025:

- Standard 3.2 – Training and assessment is delivered by credentialed people with current skills and knowledge in training and assessment.
- Standard 3.3 – Training and assessment is delivered by people with current industry skills and knowledge relevant to the training product.



- Standard 4.1 – The RTO operates with integrity and is accountable for the delivery of quality services.
- Standard 4.2 – Roles and responsibilities are clearly defined and understood.
- Standard 4.3 – Risks to VET students, staff and the RTO are identified and managed.
- Standard 4.4 – The RTO undertakes systematic monitoring and evaluation to support the delivery of quality services and continuous improvement.
- Credential policy:
  - o Credentials for the delivery of training and assessment.

Failure to comply with this policy can have serious consequences, including but not limited to:

- For the RTO – breaches of legislation or regulatory requirements may result in financial penalties, loss of registration, or regulatory enforcement actions, such as audits or sanctions.
- For Staff Members – staff found to have knowingly or negligently failed to comply with this policy and any associated legislative or regulatory requirements may face disciplinary actions, up to and including termination of employment.
- For Learners and Clients – non-compliance could lead to disruptions in training and assessment services, invalid qualifications or compromised learning outcomes, and learner dissatisfaction.

### **Continuous Improvement**

- A risk management approach will be used to review and update this policy, ensuring alignment with evolving legislative and regulatory requirements and implement corrective actions for any non-compliance detected.
- An internal audit is to be conducted at least once per year to assess our compliance with this policy and the relevant legislative and regulatory requirements. The audit schedule is outlined in our Continuous Improvement Schedule and areas for improvements are documented in our Continuous Improvement Register.
- Feedback from staff, learners, clients and industry stakeholders will be used to inform improvements to compliance processes and the effectiveness of our operations.



## **Related Documents**

- Continuous Improvement Register
- Continuous Improvement Schedule
- Professional Development Activity Summary
- Professional Development Plan
- Staff Qualifications and PD Overview
- Trainer Matrix