AISR 3 Trainer and Assessor Policy

Policy Purpose

The Australian Institute of Social Relations recognises that the capabilities and currency of our trainers and assessors are central to the quality of training we deliver. This policy supports AISRs commitment to delivering high-quality, responsive training that meets the needs of learners, employers, and the broader community. It outlines the requirements for the recruitment, induction, engagement, supervision, and ongoing development of our trainers and assessors. It ensures that all trainers and assessors meet the competency, industry currency, and VET sector currency standards required under the Outcome Standards for Registered Training Organisations (RTOs) 2025.

Policy Statement

Minimum Requirements of Trainers and Assessors

AISR ensures that all nationally recognised training and assessment is delivered by individuals who:

- Hold the vocational competencies relevant to the training and assessment they deliver, at least to the level being delivered and assessed.
- Hold the TAE40122 Certificate IV in Training and Assessment (or successor), or another credential specified in the Credential Policy (Appendix A).
- Can demonstrate current industry skills directly relevant to the training and assessment being provided.
- Can demonstrate current knowledge and skills in vocational education and training (VET).

All requirements are verified against the Credential Policy and documented through a current Trainer Matrix supported by verified evidence.

Supervision

Where supervision arrangements are in place, they will be formalised and closely monitored to ensure quality and compliance.

Trainers who do not yet hold the required TAE qualifications may deliver training under supervision if they:

- Are under the direct supervision of a qualified trainer.
- Are not responsible for assessment decisions.
- Have a Supervision Agreement in place that outlines:
    - Roles and responsibilities
    - Monitoring and feedback mechanisms
    - Timeframes and milestones for completion of the TAE qualification

The supervising trainer must be qualified and experienced in both the relevant vocational area and training/assessment practices. Supervision arrangements are reviewed regularly and must ensure quality, safety, and progression toward qualification completion.

VET Workforce Management

AISR takes a structured, supportive approach to workforce development, including:

- Regular review of staffing capability aligned with our scope of registration and learner needs.
- Individual development plans for each trainer/assessor that include goals for:
    - Industry engagement
    - VET sector engagement
    - Pedagogical growth
    - Reflective practice
- Internal and external professional learning opportunities, including mentoring, validation, and peer support.
- A centralised Annual Review process and professional development record, updated annually.

Involving Industry Experts in Training and Assessment

We recognise the value of engaging experienced industry experts in our training and assessment activities to strengthen the relevance, currency, and quality of the learning experience.

Where appropriate, industry experts may contribute to training delivery or assessment in a support capacity. This includes guest facilitation, technical demonstrations, contextualising assessment tools, and providing feedback on industry expectations.

While industry experts bring valuable insights and practical expertise, they must work under the guidance of a qualified trainer or assessor and are not responsible for making assessment judgements.

Industry expert engagement must:

- Be intentional and aligned to the unit(s) of competency
- Add value to learners' understanding of current workplace practices and expectations
- Be documented in session plans or assessment tools where relevant
- Be reviewed for effectiveness as part of the RTO’s continuous improvement processes

This approach ensures learners benefit from real-world expertise while maintaining the integrity of our assessment processes and compliance with national standards.

Scope

This policy applies to all trainers and assessors employed or contracted by AISR and who are delivering or assessing nationally recognised training, including those under supervision arrangements and engaged under Third Party Agreements.

It does not apply to facilitators of non-accredited training or short courses.

Definitions

Trainer	A person who delivers vocational education and training (VET) and holds the required training and assessment qualification and vocational competency.
Assessor	A person who determines whether a learner has achieved competency in a unit/module. Assessors must hold the appropriate training and assessment qualification and vocational competency.
Vocational Competency	The trainer/assessor's demonstrated ability to perform tasks and duties relevant to the unit(s) being delivered and assessed, typically evidenced by qualifications and/or work experience.
Industry Currency	The trainer/assessor's current knowledge, skills and experience in the industry area they are delivering training in, obtained through ongoing engagement with the industry.
VET Currency	Current knowledge and skills in vocational education and training, including adult learning principles, assessment practices, and relevant standards or legislation.
Supervision Arrangement	A formalised arrangement where an unqualified trainer delivers training under the oversight of a qualified trainer.
Trainer and Assessor Matrix	A documented tool that maps a trainer/assessor's qualifications and experience against the units they deliver and assess, including evidence of industry and VET currency.

Procedures

	Recruitment of Trainers and Assessors at AISR is conducted in line with RASA policy HR 1.1 Recruitment and Selection.
Recruitment	Trainer and assessor recruitment is informed by AISRs Workforce Capability Plan and aligned to scope and delivery needs. All roles clearly outline required qualifications, competencies, and expectations for currency. Applicants are considered against the Trainer Matrix, and selection includes validation of credentials.
Induction	All newly appointed trainers and assessors complete an induction program prior to commencing delivery. The induction includes an overview of AISRs compliance obligations, learner support processes,

	completion of the Trainer Matrix, and expectations for maintaining industry and VET currency. AISR Induction is in addition to the standard RASA induction process
Trainer Matrix	All trainers and assessors must provide and maintain: • A current Trainer and Assessor Matrix, mapping qualifications and experience to units delivered • Verified copies of vocational and training/assessment qualifications • Evidence of industry engagement and VET professional development (e.g. logbooks, certificates, testimonials) • A current resume detailing relevant experience and roles
Professional Development	To maintain currency, trainers and assessors must: • Participate in industry engagement activities (e.g. work placements, consultancy, professional networks, site visits). • Maintain VET professional practice (e.g. validation, moderation, participation in assessment design). • Record and reflect on their development via a Professional Development Log, reviewed annually.
Supervision	Trainers who do not yet hold the required training and assessment credential may deliver training under supervision, in accordance with Clauses 1.17 to 1.20 of the Standards for RTOs 2015 and Clauses 3.2 and 3.3 of the Outcome Standards for Registered Training Organisations 2025. A formal Supervision Agreement must be established before training commences, outlining the responsibilities of both the supervised trainer and the supervising trainer. The supervising trainer must hold the required credentials and provide regular oversight, guidance, and documented feedback. Assessment decisions must be made only by a qualified assessor. The arrangement is reviewed regularly as part of standard staff supervision to ensure quality and timely progression toward qualification completion.
Monitoring and Review	• Trainer records are audited annually for compliance. • Professional development logs and matrices are reviewed at least every 12 months. • Workforce capability is monitored as part of our internal review cycle and validation processes.

Review

This policy is reviewed every three years, or in response to changes in legislation, regulatory guidance, or organisational requirements.