



# TRAINER & ASSESSOR REQUIREMENTS POLICY AND PROCEDURE

## 1. Policy Context

This policy establishes the framework through which Alice Springs College of Australia ensures that training and assessment is delivered by suitably qualified, industry-current and professionally capable personnel.

The policy supports compliance with the Standards for Registered Training Organisations (RTOs) 2025, regulatory expectations relating to trainer capability, and national requirements for competency-based training and assessment.

Trainer and assessor capability directly influences the integrity of learner outcomes and the credibility of qualifications issued by the organisation.

## 2. Purpose

Alice Springs College of Australia recognises that the effectiveness of vocational education and training depends on the competence, industry relevance and professional conduct of trainers and assessors.

The purpose of this policy is to ensure that:

- training and assessment is delivered by appropriately qualified personnel
- staff maintain vocational competence and industry currency
- assessment decisions are credible and defensible
- supervision arrangements are implemented where required
- professional development supports continuous capability improvement
- workforce capability aligns with organisational and regulatory expectations

This policy supports consistent, high-quality training delivery across all programs.

## 3. Scope

This policy applies to all personnel involved in training and assessment activities, including:

- trainers and assessors
- workplace trainers and supervisors contributing to assessment evidence
- subject matter experts
- individuals involved in delivery under supervision
- academic managers responsible for oversight of delivery

## 4. Policy Statement

ASCA will ensure that all training and assessment is delivered by personnel who possess the required vocational competence, industry currency and training and assessment capability.

The organisation maintains structured recruitment, induction, monitoring and development processes to ensure staff capability remains aligned with regulatory expectations and industry needs.

Trainers and assessors must demonstrate the ability to interpret competency standards, implement training strategies, assess performance and support learner development.



## 5. Mandatory Training and Assessment Credentials

ASCA ensures that all trainers and assessors engaged to deliver training and conduct assessment hold **current and compliant training and assessment credentials** in accordance with **Clauses 1.13 to 1.16 of the Standards for Registered Training Organisations (RTOs) 2015**, ASQA guidance, and any successor standards.

### 5.1 Training and Assessment Qualifications

Trainers and assessors must hold **one of the following nationally recognised qualifications**:

- **TAE40122 Certificate IV in Training and Assessment**, or its approved successor qualification; or
- **TAE40116 Certificate IV in Training and Assessment**, or its approved successor, where the individual has been assessed as meeting the current competency requirements for training and assessment; or
- **TAE40110 Certificate IV in Training and Assessment**, together with evidence of completion of the following additional units (or their recognised successors):
  - **TAELLN411 Address adult language, literacy and numeracy skills**; and
  - **TAESS502 Design and develop assessment tools**.

Where the **TAE40110** qualification is held, ASCA confirms that the additional competencies addressing **adult LLN support and assessment design and development** have been completed and are recognised as equivalent under current regulatory requirements.

### 5.2 Compliance with Clauses 1.13–1.16

In accordance with the Standards for RTOs 2015, ASCA ensures that:

- **Clause 1.13** – Trainers and assessors hold the required training and assessment qualifications and can demonstrate vocational competence and current industry skills relevant to the training and assessment being delivered.
- **Clause 1.14** – Trainers and assessors undertake **ongoing professional development** to maintain currency in training, assessment practices, and industry skills.
- **Clause 1.15** – Where training is delivered by a person who does not hold the required training and assessment credential, supervision arrangements are in place that fully comply with the Standards (where applicable).
- **Clause 1.16** – Assessment is conducted only by individuals who hold the required assessment competencies and meet all regulatory requirements.

### 5.3 Verification and Monitoring

ASCA verifies trainer and assessor credentials **prior to engagement**, including qualification authenticity, unit equivalence, vocational competency, and industry currency. Records of verification are retained in accordance with record-keeping requirements.

Ongoing compliance is monitored through **systematic review**, professional development activities, validation outcomes, and internal audits to ensure continued alignment with ASQA expectations and regulatory standards.

These requirements ensure ASCA's training and assessment practices remain **valid, reliable, fair, flexible, and compliant** with competency-based training principles.

## 6. Vocational Competence

Personnel delivering training and assessment must demonstrate vocational competence relevant to the training products they deliver.

Vocational competence includes technical knowledge, practical skills and workplace experience aligned with current industry expectations.



Competence is verified at engagement and monitored to ensure it remains current and relevant.

## 7. Industry Currency

ASCA recognises the importance of maintaining industry relevance to ensure training reflects workplace practice.

Trainers and assessors must maintain industry currency through ongoing engagement with industry environments, practices and developments.

Industry currency may include:

- workplace participation
- industry consultation
- professional networking
- involvement in industry projects or activities
- review of current industry standards

Industry engagement supports the relevance and credibility of training delivery.

## 8. Training and Assessment Capability

Trainers and assessors must demonstrate capability in vocational teaching and assessment practices.

This includes the ability to:

- design and implement learning activities
- apply competency-based assessment principles
- collect and evaluate evidence
- make sound assessment judgements
- provide constructive feedback to learners

Capability is supported through professional development and ongoing performance review.

## 9. Supervision of Personnel

Where individuals contribute to training delivery but do not yet meet full trainer or assessor requirements, structured supervision arrangements are implemented.

Supervision ensures that:

- qualified personnel oversee training and assessment activities
- responsibilities and limitations are clearly defined
- assessment decisions remain under the control of qualified assessors
- individuals develop capability through mentoring and guidance

Supervision supports workforce development while maintaining assessment integrity.

## 10. Professional Development

ASCA supports continuous professional development to ensure trainers and assessors maintain capability in vocational practice, assessment methodologies and regulatory expectations.

Professional development contributes to:

- enhancement of delivery practices
- strengthening assessment consistency
- adaptation to industry changes
- compliance with evolving standards

Participation in professional development is monitored as part of workforce capability management.



## 11. Performance Monitoring

Trainer and assessor performance is monitored to ensure consistency and quality across delivery. Monitoring may include observation of delivery, review of assessment practices, participation in validation, feedback from learners and engagement with industry.

Findings inform professional development, mentoring and operational improvement.

## 12. Ethical Practice

Trainers and assessors are expected to demonstrate ethical conduct, including impartial assessment decisions, professional boundaries and respect for learner diversity.

Ethical practice strengthens trust in training delivery and assessment outcomes.

## 13. Continuous Improvement

Information relating to trainer capability, performance and development is reviewed as part of ASCA's continuous improvement processes.

Findings may inform:

- workforce planning
- professional development priorities
- improvements to delivery practices
- updates to organisational procedures

This ensures the workforce remains capable and responsive to industry and regulatory change.

## 14. Documentation and Records

ASCA maintains records demonstrating trainer and assessor capability, including qualifications, vocational competence, industry currency and professional development activities.

Records support compliance, audit readiness and organisational planning.

## 15. Governance and Oversight

Trainer and assessor capability forms part of ASCA's governance framework and is monitored through internal review, compliance monitoring and management oversight.

This ensures accountability and alignment with organisational objectives and regulatory requirements.

## 16. Publication

This policy is available to staff and forms part of induction and compliance orientation processes.

## 17. Review

This policy will be reviewed annually or following regulatory updates, audit outcomes or organisational changes affecting workforce capability.



VERSION CONTROL			
Policy Name:	TRAINER & ASSESSOR REQUIREMENTS POLICY AND PROCEDURE		
Policy Owner:	CEO/ Alice Springs College of Australia Pty Ltd		
Effective Date:	06/02/2026	Next Review Date:	06/02/2027
Version	Date	Description of Changes	Approved By
V1.0	30/01/2022	Initial document creation in accordance with applicable RTO compliance requirements	CEO
V1.1	06/02/2026	<ul style="list-style-type: none"> <li>• Reviewed and updated to align with the RTO Standards 2025 (ASQA requirements)</li> <li>• Reformatted to meet ASCA documentation requirements</li> <li>• Updated official letterhead</li> <li>• Updated Northern Territory Campus Address</li> </ul>	CEO