



TRAINER & ASSESSOR REQUIREMENTS

This fact sheet supports the ESA RTO Operating Policy P010 'Section 25: Trainer and Assessor Qualifications'.

As an enterprise RTO, ESA has considered the varied roles undertaken by trainers, assessors, program designers and subject matter experts in the development of staff and volunteer skills and knowledge.

There are four possible roles a person can have in the delivery and assessment of nationally recognised training for ACT ESA. All roles must have appropriate and current vocational competencies at least to the level being delivered and assessed **AND** have the endorsement of the relevant Chief Officer/Business Unit head.

Authorised Trainer/Assessor

- ❖ Must hold a full Certificate IV in Training and Assessment or a diploma or higher level qualification in adult education.
(TAE40122 or TAE40116 or TAE40110 + LLN411/401 + ASS502)
- ❖ Must hold the Units/Qualification that is being delivered
- ✓ Can deliver training using approved TRKs unsupervised
- ✓ Can run assessment events using approved TRKs unsupervised
- ✓ Can assess candidates using approved TRKs unsupervised
- ✓ Can supervise Instructors
- ✓ Can supervise Assessors (delivery)
- ✓ Can supervise Subject Matter Expert/guest lecturer

Authorised Assessor

- ❖ Must hold the Assessor Skill Set
(TAESS00019 or TAESS00011)
- ❖ Must hold the Units/Qualification that is being delivered
- ✓ Can deliver training under the supervision of a Trainer/Assessor. Supervision does not mean direct line of sight, rather oversight consistent with the skill level of the Instructor. There must be a supervision plan in place – the form is available from ESA Training
- ✓ Can run assessment events using approved TRKs unsupervised
- ✓ Can assess candidates using approved TRKs unsupervised

Authorised Instructor

- ❖ Must hold one of the following Skill Sets:
 - TAESS00028 Work Skill Instructor (or equivalent releases TAESS00007/TAESS00014)
 - TAESS00020 Workplace Trainer (or equivalent releases TAESS00008/TAESS00013)
 - TAESS00021 Facilitation (or equivalent releases TAESS00003/TAESS00015)

Must hold the Units/Qualification that is being delivered

- ✓ Can deliver training under the supervision of a Trainer/Assessor. Supervision does not mean direct line of sight, rather oversight consistent with the skill level of the Instructor. There must be a supervision plan in place – the form is available from ESA Training
- ✓ Can run assessment events under the supervision of a Trainer/Assessor. There must be a supervision plan in place – the form is available from ESA Training



- ✓ Can gather assessment evidence during an assessment event – sign off of written exams and practical observation check sheets
- ✗ Must not 'sign off' on the competence of a candidate – unable to sign the assessment declaration

Subject Matter Expert/Guest Lecturer

- ❖ Does not need to hold specific VET sector credentials
- ✓ Can assist with delivery of training by providing specialist instruction in their field of expertise
- ✓ Can assist with collecting evidence under the direct supervision of a Trainer/Assessor or Instructor
- ! Must be directly supervised (direct line of sight) by an Authorised Trainer/Assessor
- ! Is not required to submit a supervision agreement

What does this mean in practice?

- The Authorised Trainer/Assessor is responsible for the quality of training and assessment for all programs they are delivering or supervising.
- Authorised Assessors can run assessment events without the need of supervision from the Authorised Trainer/Assessor. Assessors can also assess candidates (make a determination of competence) against nationally recognised units or qualifications.
- Authorised Assessors can deliver training under the supervision (may be indirect) of the Trainer/Assessor. This means they can deliver programs on their own as long as the Trainer/Assessor has an effective supervision plan in place – the form is available from ESA Training.
- Authorised Instructors can deliver training and run assessment events under the supervision (may be indirect) of the Trainer/Assessor. This means they can deliver programs on their own if the Trainer/Assessor has an effective supervision plan in place – the form is available from ESA Training.
- Authorised Instructors and SMEs can be involved in collecting evidence of satisfactory performance of a candidate.
 - Instructors can administer a written exam, they can observe a practical skills demonstration and complete the relevant checklist. This is subject to the supervision plan with the Trainer/Assessor.
 - SMEs can assist with collecting evidence. E.g. they can help observe practical skills demonstrations. These activities must be directly supervised by an Authorised Trainer/Assessor.
- Instructors must not 'sign off' on the competence of a candidate. All decisions re: the competence of a candidate for assessment must be made and signed by an Authorised Trainer/Assessor or Authorised Assessor.
- SMEs must be directly supervised by an Instructor or Assessor or Trainer/Assessor at all times. The SME is there to add value to the training because of their specific area of expertise. The Instructor or Assessor or Trainer/Assessor must be there to ensure the training is conducted according to the approved TRK. The Trainer/Assessor is ultimately responsible for the program.

All roles must:

- hold sufficient and current vocational competencies at least to the level being delivered and assessed
- have the endorsement of the relevant Chief Officer/Business Unit head

Title/ Role:	Required TAE credential:	Authorisation
Authorised Trainer/Assessor	Certificate IV in Training and Assessment <u>or</u> A diploma or higher level qualification in adult education. TAE40122 or TAE40116 or TAE40110 + LLN411/401 + ASS502	<ul style="list-style-type: none"> - Deliver training in nationally recognised units or qualifications. - Assess candidates (make a determination of competence) against nationally recognised units or qualifications. - Participate in product and assessment validation. - Supervise <i>Authorised Instructors</i> and SME/Guest Lecturers according to the ESA RTO Supervision Procedures.
Authorised Assessor (working under delivery supervision)	The following Skill Sets: - TAESS00019 or TAESS00011 Assessor Skill Set	<ul style="list-style-type: none"> - Deliver training in nationally recognised units or qualifications. - Assess candidates (make a determination of competence) against nationally recognised units or qualifications. <p>Note: Training must be delivered using validated TRKs under the supervision of an <i>Authorised Trainer/Assessor</i>.</p>
Authorised Instructor (working under supervision)	One of the following Skill Sets: - TAESS00028 Work Skill Instructor (or TAESS00007/TAESS00014) - TAESS00020 Workplace Trainer (or TAESS00008/TAESS00013) - TAESS00021 Facilitation (or TAESS00003/TAESS00015)	<ul style="list-style-type: none"> - Deliver training in nationally recognised units or qualifications. - Collect evidence that can be used by the <i>Authorised Trainer/Assessor or Authorised Assessor</i> to make a determination of competence. <p>Note: Training must be delivered using validated TRKs under the supervision of an <i>Authorised Trainer/Assessor</i>.</p>
Subject matter expert/ Guest lecturer (working under direct supervision)	Not required	<ul style="list-style-type: none"> - Contribute to training outcomes by passing on expert knowledge and skills to others on-the-job and/or in an informal manner through mentoring or similar activities. - Make a presentation within their field of expertise to vocational learners as a part of a nationally recognised course. - Contribute to the collection evidence that can be used by the <i>Authorised Trainer/Assessor</i> to make a determination of competence. In this case, the collection of evidence must be directly supervised.