

Guidance for RTOs and Practitioners On the NQC Policy for AQTF Trainer and Assessor Competencies

This guide is to assist registered training organisations (RTOs) and trainers and assessors to implement the National Quality Council (NQC) policy on the competencies to be held by trainers and assessors under AQTF Standard 1.4(a).

NQC Policy

In July 2010 the NQC issued a new policy on the competencies to be held by trainers and assessors under AQTF Standard 1.4(a). The policy, published as Appendix 2 to the *Users' Guide to the AQTF Essential Conditions and Standards*, stipulates that:

Trainers must:

- i) hold the TAE40110 Certificate IV in Training and Assessment from the TAE10 Training and Education Training Package
- OR**
- ii) be able to demonstrate equivalent competencies to the TAE40110 Certificate IV in Training and Assessment from the TAE10 Training and Education Training Package
- OR**
- iii) work under the direct supervision of a person who has the competencies specified in (i) or (ii) above
- AND**
- iv) be able to demonstrate vocational competencies at least to the level of those being delivered

Assessors must:

- i) hold the following three competencies from the TAE10 Training and Education Training Package:
 - (a) TAEASS401A Plan assessment activities and processes
 - (b) TAEASS402A Assess competence
 - (c) TAEASS403A Participate in assessment validation
- OR**
- ii) be able to demonstrate equivalent competencies to all three units of competency listed in (i)

Direct Supervision

The NQC policy retains the provision for direct supervision of trainers who do not have the TAE40110 Certificate IV in Training and Assessment or equivalent.

Two Year Transition Period

The NQC has granted a transition period of two years until **17 June 2012** for full implementation of the new policy. This is to allow providers time to ensure that all their trainers and assessors meet the new requirements.

Team Assessment

The NQC also retains the provision for team assessment arrangements, where some team members have the assessment competencies and others have the vocational competencies.



What Does 'Demonstration of Equivalent Competencies' Mean?

The NQC policy has clearly stated that *"it is not the NQC's intention to require trainers to upgrade their formal qualifications if they are able to demonstrate that they have gained the required competencies through continued professional practice"*.

This means that trainers and assessors who hold previous versions of the qualification are not required to upgrade to the new TAE40110 Certificate IV in Training and Assessment if they can demonstrate equivalent competencies.

Trainers and assessors demonstrate equivalent competencies when they provide evidence that they are **performing to the current standards** as prescribed in the TAE40110 Certificate IV in Training and Assessment.

The determination of equivalence involves making a broad judgement based on evidence that the trainer/assessor's performance matches the outcomes and standards as specified for the TAE40110 Certificate IV in Training and Assessment. This may be for the whole TAE40110 qualification or for one or more units or skill sets within the qualification.

NB: Demonstration of Equivalence is not the same as Recognition of Prior Learning (RPL)

RPL is defined as *"a formal process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, or standards, for entry to, and/or partial or total completion of, a qualification."*¹

¹ AQTF Essential Conditions and Standards for Registration

Demonstration of equivalence, on the other hand, is not a formal assessment process and therefore cannot be used as the basis for the award of a qualification or statement of attainment. As no certification is awarded, this judgement of equivalence can be made by any RTO, whether the TAE40110 is on its scope or not.

Requirements for Registered Training Organisations

RTOs will need to establish and maintain a method of recording evidence that demonstrates how each of their trainers and assessors who do not have the TAE40110 qualification meets the equivalent and vocational competency requirements under AQTF Standard 1.4(a).

Direct Supervision

RTOs must ensure that appropriate arrangements are in place for the direct supervision of trainers who do not hold the TAE40110 qualification and do not have equivalent competencies. The designated supervisor must be the person who monitors and is accountable for the training delivery, and must either hold the TAE40110 qualification or have equivalent competencies.

Evidence to Demonstrate Equivalence

To meet the requirements of AQTF Standard 1.4(a) RTOs, trainers and/or assessors must be able to demonstrate:

1. Performance to the current standards as prescribed in the TAE40110 Certificate IV in Training and Assessment for Evidence

Examples of evidence:

- Possession of the TAA40104 Certificate IV in Training and Assessment qualification
- Mapping of qualifications and experience against the units of the TAE40110 Certificate IV in Training and Assessment, including required skills and knowledge and in accordance with the evidence guide
- Samples of training and/or assessment documents and resources developed in trainer/assessor roles which comply with the standards specified in the TAE40110 Certificate IV in Training and Assessment.

¹ AQTF Essential Conditions and Standards for Registration

2. Continued professional practice (PP) as a trainer/assessor

Examples of evidence:

- CV outlining trainer/assessor positions held since qualifying and showing continued practice as a trainer/assessor, including other activities or services provided that relate to the profession.
- Specific training and/or assessment responsibilities/tasks performed in positions held
- References from employers and clients confirming positions, responsibilities and duties

3. Maintenance of currency of skills and knowledge as a trainer/assessor

Examples of evidence:

- Incorporation of new practices, methods, strategies, resources into current practice
- Ongoing engagement with other trainers/assessors inside and outside the organisation to maintain professional discourse and for validation and moderation of assessment
- Membership of professional associations/networks relating to training and assessment
- Subscriptions to professional journals/publications relevant to training and assessment
- Participation in research and other projects to trial new methodologies, technologies or best practice in training and assessment
- Development of higher level skills through further education and training in training and assessment

4. Relevant and current vocational competency in the industry for which training and/or assessment is conducted

Examples of evidence:

- Mapping of qualifications and experience against the specific qualifications and/or units of competency for the industry area in which the trainer is delivering and assessing
- Relevant and current experience in the industry area at least to the level being delivered and/or assessed
- Broad knowledge of current workplace standards, practices, products and equipment
- Possession of current licenses specific to the industry sector
- Contribution to industry regulation or quality assurance processes as a technical adviser
- Participation in industry placements, study tours, projects or sponsorships
- Membership of industry and professional associations and networks
- Subscriptions to professional journals and publications relevant to the industry
- Development of higher level skills through further education and training in industry area

Deeming Equivalence

It is expected that RTOs making judgements about demonstration of equivalent competencies will have a documented process for arriving at those judgements that is validated and moderated. Judgements should be in accordance with the rules of evidence and should be able to be upheld through peer or independent review.

Rules of Evidence

Evidence used to demonstrate equivalence should be:

Current – verifies that the candidate can currently perform to the industry benchmark, which are the competencies as stipulated in the TAE40110 Certificate IV in Training and Assessment

Valid – the evidence directly relates to the competencies in the TAE40110 Certificate IV in Training and Assessment

Sufficient – evidence is demonstrated on a number of occasions, over a period of time and in a range of contexts sufficient to be confident that the evidence is representative of ability, retention and transfer.

Authentic – the evidence is the candidate's own work

Resources to Support Demonstration of Equivalence

Innovation and Business Skills Australia (IBSA) has developed a free TAE40110 Self-assessment Tool for RTOs and trainers/assessors who wish to conduct a self-assessment against units of competency in the qualification.

IBSA has indicated that the tool could also be used as part of a process to demonstrate equivalence as required by the NQC policy.

The resource is available for download from the IBSA website at www.ibsa.org.au. The use of this resource is not mandatory and other resources may be developed to support demonstration of equivalence.