

TRAINER ASSESSOR PROFESSIONAL DEVELOPMENT PLAN

Introduction

This PD Plan contains the following:

- Self-assessment
- PD activities planned
- PD activities completed

The PD Plan is designed to enable you to:

- Reflect on your current practice
- Celebrate strengths and achievements
- Identify opportunities for improvement
- Plan your professional development
- Track your learning

NOTE: Information collected from this plan will be kept confidential. The purpose of this plan is to assist you to identify your professional development so that we can support your professional practice.

Instructions

1. Complete section 1
2. Complete planned activities in section 2
3. Complete what you have done in section 3
4. Submit this Plan to your Training Manager
5. Update your Plan every term
6. Submit updated Plan to your CEO

Trainer/Assessor Name:	U Kyaw Naing (Joe)
Date this plan was completed:	29 th October 2025
Qualification Code delivered at:	To be delivered at IQY Technical College & Record of the CPD at other RTO where I have worked.
Qualification Name:	UEE30820 Certificate III in Electrotechnology-Electrician together with NAT1080900 (Minimum Australian Context Gap Training)

SECTION 1: SELF- ASSESSMENT

STRENGTHS

Training and Assessment <i>What are areas that show solid skills in your training and assessment?</i>	Vocational <i>What are areas that you believe you have technical skills with?</i>
I have the strong skills to assess and understand the needs and learning concepts of the students from diverse background and determine the relevant training and assessment strategies	I possess both vocational and professional knowledge and skills in electrical together with relevant managerial skills

CHALLENGES

Training and Assessment <i>What are areas that you would like to strengthen in your training and assessment?</i>	Vocational <i>What are areas that you would like to strengthen in your vocation?</i>
More focus on development of students study skills in practical applications, interpreting and applications of industry rules and practices by developing relevant face to face and flexible learning systems.	More focus and develop vocational resources not only limited to trades areas but also extend to paraprofessional and advanced trades areas.

SECTION 2: PROFESSIONAL DEVELOPMENT ACTIVITIES PLANNED

Planned Date:	Name of provider/ organisation	Type of PD to be undertaken <i>Training and assessment and or Vocational</i>	Activity Planned: 1. <i>What do you plan to do?</i> 2. <i>Why do you want to do this activity?</i>	Evidence to be collected
From February to quarterly	na	Vocational PD Setting up online	Not only using ready made learning portal of training resources provider but also	Uploaded resources to new portal and evidence of time

		electrical resources portal	create own portal to meet the needs of both staff and students	created.
14 th January	Learning and assessment services	Training and Assessment	How to participate in validations - this will be essential as a skill to ensure that decisions made will be valid, sufficient, authentic and current	Decisions made by assessors at the RTO Trainer s network will meet the principle of assessment and rules of evidence.
Monthly RTO trainers assessors network	na	Vocational Knowledge PD Use of new products software such as PLC Control programs to be utilized in the workshop classes	Provide product information sheets, manuals and application notes	20 December 2024 onwards ensure that RTOs in which the participants now utilizes the latest technology in line with the changing needs of industry
To attend weekly/ monthly online professional development session	Engineers Australia Board of Professional Engineers of Queensland Electrical Trades Union	Vocational Knowledge PD To acquire new industry information and keep in touch with the industry	Provide product information sheets, manuals and application notes	20 January 2025 onwards ensure that RTOs in which the participants utilizes the latest technology in line with the changing needs of industry by sharing what I received from attending such sessions
Monthly RTO trainers assessors network	na	Vocational and training and assessment PD Last Friday of each month to discuss vocational issues	Validation of assessment and students' answer sheets.	20 December 2024 based on Teams Session onwards we can ensure that all decisions are valid and sufficient as evidenced through the decisions made.

Bimonthly registered network	Teachers Registration Board of Western Australia	Vocational and training and assessment PD (VET in School and School based apprentice Teaching methodology and assessment/behaviour management issues	Acquire the discussion topics , information and knowledge	As RTOs accept the young apprentices, the information received from the sessions are also useful for RTO to do the academic managements of young apprentices.
28 th . January	Learning and assessment services	Training and Assessment	Introduction to the new standards for RTO's. This apparently is being implemented in July 2025 therefore I must make sure that my work as a trainer/assessor aligns with these new standards.	My role as a trainer and assessor require me to support the needs of the learner. I will use evidence of this through the feedback surveys to our apprentices and recognition learners.

SECTION 3: PROFESSIONAL DEVELOPMENT ACTIVITIES COMPLETED

Completion Date:	Name of provider/ organisation	Type of PD <i>Training and assessment and or Vocational</i>	Activity Undertaken: <i>1. What did you do? 2. Why did you do this activity? 3. Have you used this learning?</i>	Time Spent	Evidence collected
Last monthly online session at the last week of January 2025	Engineers Australia	Vocational Knowledge PD Engineers Online CPD	1/Attend online CPD Session on partial discharging of electrical machines 2/To inform the trainers colleagues about how	1 hour/week	completed

			partial discharging is critical for insulation strength of electrical machines 3/The trainers can pass such information to the students at their training sessions		
14 th January	Learning and assessment services	Training and Assessment	I have participated in validations sessions and have ensured that decisions made are already valid, sufficient, authentic and current At the meeting it has ensured that RTO has met the principle of assessment and rules of evidence	.1 hour	completed
Bimonthly registered network Last meeting was in last week of January 2025	Teachers Registration Board of Western Australia	Vocational and training and assessment PD (VET in School and School based apprentice Teaching methodology and assessment/behaviour management issues	Acquire the discussion topics , information and knowledge to be useful for RTO which accepts the young apprentices in the programs. The information received from the sessions are also useful for RTO to do the academic managements of young apprentices.	2 hours	completed
Monthly online professional development session	Electrical Trades Union	Vocational Knowledge PD	1/ Amendment Clauses (Clause 2.6.3.2.3.2) influenced the wiring systems of Patient Areas (AS/NZS 3003:2018 2/ It needs to provide the updated information in the units UEEEL0012 that we teach the Australian	1 hour	completed

			Wiring Rules 3/1 provided such latest information to the students		
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List of Industrial Organizations engaged

- Engineers Australia
- Australian Industry Standard
- Acelier
- Safework NSW
- Teachers Registration Board of WA
- Board of Professional Engineers of Queensland
- Energy Skills Australia

E mails are attached.

