

IQY TECHNICAL COLLEGE

THE RTO TRAINER/ASSESSOR MANAGEMENT POLICY

1 PURPOSE AND SCOPE

- 1.1 The purpose of this Policy is to ensure that all training and assessment is delivered by staff/contractors who meet or exceed the competency requirements determined by The Standards for RTOs (2015).
- 1.2 This Policy identifies the principles to ensure that all practices related to the recruitment, professional development and performance management of Trainers/Assessors in all nationally-recognised AQF qualifications and units provided by The College RTO are designed to provide quality learning experiences for students.
- 1.3 The Policy applies to all staff or contractors delivering training and assessment in VET programs and authorising the issue of Nationally Recognised VET AQF awards.

2 DEFINITIONS

- 2.1 For the purposes of this Policy and associated Procedures the following definitions apply:
 - 2.1.1 AQF - the Australian Qualifications Framework.
 - 2.1.2 ASQA - Australian Skills Quality Authority, the national VET regulator for RTOs.
 - 2.1.3 RTO - Registered Training Organisation.
 - 2.1.4 Services - training, assessment, related educational and support services and/or any activities related to the marketing or recruitment of prospective students.
 - 2.1.5 The Board – IQY Technical College Management Board.
 - 2.1.6 IQY Australia – IQY Technical College Pty Limited trading as IQY Technical College (Australia)
 - 2.1.7 IQY- IQY Technical College.
 - 2.1.8 VET - Vocational Education and Training.

3 POLICY STATEMENT

- 3.1 IQY Australia recruits, selects, professionally develops and performance manages suitably qualified and experienced trainers to provide quality learning experiences for the students and positive outcomes for clients. Trainers/Assessors engage in industry relevant, reflective training and assessment practices.
- 3.2 The RTO Training and Assessment is delivered only by persons who have training and assessment qualifications, vocational competencies, current industry skills pertinent to the training and assessment being provided and have current knowledge and skills in vocational training and learning that informs their training and assessment.

4 PRINCIPLES

- 4.1 Training and assessment is delivered by trainers and assessors who have qualifications specified in Clauses 1.14 and 1.15 of The Standards for RTOs (2015), including vocational competencies at least to the level being delivered and assessed, current industry skills directly relevant to the training and assessment being provided and current knowledge and skills in vocational training and learning that informs training and assessment.
- 4.2 All IQY Australia RTO Trainers/Assessors are given the opportunity to maintain and update skills and knowledge relating to delivering training and assessment services. The professional development of Trainers/Assessors ensures continued development of knowledge and skills in their relevant industry area. IQY Australia professional development plan outlines strategies for trainers and assessors to gain and maintain their VET knowledge and skills and their vocational currency and map these competencies on IQY Australia Professional Development Plan.
- 4.3 All Trainers/Assessors receive structured induction and professional development in IQY Australia policies and procedures, including administrative systems, teaching and learning practices, work health and safety, structure of IQY Australia and all roles and responsibilities.
- 4.4 IQY Australia will ensure, wherever possible, that specialised Trainers/Assessors who meet or exceed qualifications requirements provide training and assessment services. In circumstances where this is not possible, Trainers/Assessors with marginal qualifications and/or experience may work under supervision arrangements in accordance of The Standards for RTOs (2015).
- 4.5 All relevant Human Resources documentation and processes, including position descriptions, employment agreements/contracts, and performance management recognise, specify and meet the requirements of Trainers/Assessors.
- 4.6 IQY Australia provides opportunities for Trainers/Assessors to demonstrate and document skills as part of the Professional Development Plan.

5 ROLES AND RESPONSIBILITIES

- 5.1 IQY Australia Committee is responsible for:
 - 5.1.1 Endorsing all staffing decisions, including provision of professional development opportunities.
 - 5.1.2 IQY Australia Training and Compliance Manager is responsible for the application of this Policy and may delegate all or part of their powers to a staff member of IQY Australia by consultation with Chief Executive Officer of IQY Australia..
- 5.2 IQY Australia Training and Compliance, or delegate, is responsible for:
 - 5.2.1 Ensuring that appropriate Trainers/Assessors have the required competencies, or that arrangements are in place for a person who does not have the trainer competencies to be directly supervised by a person who does have them.

- 5.2.2 Ensuring that Trainers/Assessors engage in professional development and all professional development activities are documented and reviewed.

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STATUS AND DETAILS

Status	Current		
Version	1		
Effective Date	28/06/2025		
Review Date	28/06/2030		
Approval Policy	IQY Australia Senior Management Team		
Governing Authority	IQY Technical College (Australia) Enterprise Board		
Endorsed by	IQY Australia Committee		
Unit Responsible	IQY Australia Registered Training Organisation		
Enquiries Contact	Training and Compliance Manager		
Available On	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>
Policy Code			
Policy Category	Operations		
Related Documents, including Legislation/Policies/Procedures	<p>IQY Australia Third Party Agreements (If applicable in the future)Policy</p> <p>IQY Australia Third Party Agreements s Procedure (If applicable in the future)</p> <p>IQY Australia Records Policy</p> <p>IQY Australia Procedures</p> <p>IQY Australia Continuous Improvement Policy</p> <p>Standards for Registered Training Organisations (RTOs) 2015</p>		

Summary of Changes from Previous Version