

<b>Trainer/ Assessor Name:</b>	
<b>Reviewer Name:</b>	
<b>Date of Review:</b>	

## Instructions:

- The trainer profile review checklist is to be completed by a designated staff member and should include a detailed review of all training records in accordance with the checklist requirements.
- Any discrepancies or follow-up action is to be recorded in the section at the bottom of the document.
- When complete, this record is to remain on the trainer record as evidence of the annual review completed.

ITEM	QUESTIONS	COMMENTS
1.	Completed staff induction - signed by a designated staff member or CEO	
2.	Verified copy of current trainer / assessor qualifications	
3.	Verified copy of current vocational qualifications	
4.	Evidence of equivalent competence if applicable (Matrix Mapping)	
5.	Updated Curriculum Vitae or Resume detailing professional history	
6.	Duty statement or scope of work, included in the contract / agreement	
7.	Employment contract / Agreement, signed by staff member and CEO	
8.	Relevant licence / working with children check etc if applicable	
9.	Evidence of recent (last 12 months) professional development in VET	
10.	Evidence of current (last 12 months) industry skills, knowledge and experience including review of currency evidence	
11.	Professional development plan updated	




**FOLLOW – UP ACTIONS:**

A large, empty light blue rectangular area intended for listing follow-up actions.