

Trainer Supervision Policy and Procedure

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Owner	HR Department	Approved By		CEO	



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1. POLICY

IQY Australia Pty Ltd T/A IQY Technical College will ensure to attract and retain employees and maintain consistent, equitable and effective approach to recruitment and selection of staff that helps meet its strategic objectives.

2. PURPOSE

The purpose of this policy is to ensure:

Regular guidance, support and direction, and monitoring is available for the training. For trainers/assessors who do not have the appropriate training competencies to be assessed as a fully qualified trainer.

Where a trainer does not have the appropriate training competencies, they must work under the direct supervision of someone who does.

IQY Technical College only accepts trainers with the appropriate training competencies but if there will be any trainer without the appropriate training competencies, they will be supervised according to this policy.

Although it is not necessary for the supervising trainer to be present during all training delivery, he or she is accountable for the training delivered by the supervised trainer. The level and type of supervision is agreed between the supervising trainer and the trainer.

3. SCOPE

This policy applies to recruitment and selection of all new staff members in academic areas.

4. DEFINITIONS

Direct supervision: Means that a person conducting training who does not hold the training competencies determined by the appropriate Quality Council/Government body receives regular guidance, support and direction from a person designated by the RTO who does hold those training competencies determined by the applicable Quality Council. It is not necessary for the supervising person to be present during all training delivery.

The supervisor will need to:

- approve all learning and assessment material for use in the directly supervised trainers training program
- attend approximately the first five training sessions for the directly supervised trainer
- attend approximately 30% of other training sessions
- these attendance percentages can be changed as required by the supervisor

Documented: Recorded in written form

System: A series of processes that are inter-related and repeatedly provide quality outcomes

5. POLICY

Allocation of Supervisor

5.1 Where it is determined that a trainer does not have all the requisite qualifications — then the VET Academic Manager/ Coordinator will:

- Ensure the trainer is enrolled on a course to complete Certificate IV TAE qualification.
 - Appoint a supervisor to oversee the trainer until he/she becomes qualified.
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Trainer to be supervised

5.2 As per AIBL Staff Recruitment Policy - all staff involved with the training and assessment of VET courses must be able to demonstrate that they have:

- TAE40116 Certificate IV in Training and Assessment or its successor; or
- A diploma or higher-level qualification in adult education; or
- TAESS00001 Assessor Skill Set or its successor (Assessor only);
- Other applicable skill sets as outlined in Schedule 1 of the SRTO 2015.and
- The relevant Qualification for delivering the Course based on the requirements of the industry and the training package and
- The relevant work/industry experience that is specific to the vocational course.

5.3 Where a trainer cannot demonstrate 5.2 compliance then the trainer must agree to be supervised. Failure to agree will result in the trainer not being employed at Albright Institute.

5.4 The supervision will cover both the delivery of training and assessment.

5.5 Albright Institute will appoint a supervisor for the supervised trainer. The supervisor must meet the requirements identified in 5.2 above. Ideally, they will also have considerable training and assessing experience.

5.6 The Supervisor will agree with the Trainer how the supervision will take place.

5.7 The supervisor does not have to be present all the time.

5.8 Examples of direct supervision should include a combination of some of the following:

- Providing input to the preparation for training, including planning sessions.
- Discussing strategies to support specific learners.
- Assisting the trainer to locate appropriate resources.
- Observing training sessions and providing feedback.
- Debriefing the trainer after training sessions.
- Providing regular support, guidance and monitoring.

5.9 The Supervisor MUST in addition review all assessments and countersign any sign off sheets prior to the results being given to the student and submitted to administration.

Period of Supervision

5.10 Supervision will continue until the Trainer gains the Certificate IV in Training and Assessment (TAE40116) and / or their relevant Qualification for delivering the Course.

Documentation

5.11 Trainer Supervision Form must be completed.

5.12 As the trainer progresses, the supervisor will meet with the trainer to discuss any issues that may be occurring and document these.

5.13 Certificate IV in TAE should be attained by the trainer as soon as possible.

6. RESPONSIBILITY

The Chief Operations Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy and procedure.

The CEO has overall responsibility for the implementation and review of this policy and procedure.

10. RELATED DOCUMENTS

Related Documents
<ul style="list-style-type: none">• Staff Handbook