

Maintaining Currency (VET trainers and assessors) Policy and Procedure

1. PURPOSE

The purpose of this document is to demonstrate how JMC complies with *Clause 1.16* of the *Standards for Registered Training Organisations 2015*, in that it 'ensures that all trainers and assessors undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency based training and assessment'.

2. SCOPE

This document applies to all VET trainers and assessors employed by or contracted to JMC Academy RTO.

3. DEFINITIONS

Current industry skills

These are the knowledge, skills and experience required by VET trainers and assessors and those who provide training and assessment under supervision to ensure that their training and assessment is based on current industry practices and meets the needs of industry.

Current industry skills may be informed by consultations with industry and may include, but are not limited to:

- having knowledge of and/or experience using the latest techniques and processes,
- possessing a high level of product knowledge,
- understanding and knowledge of legislation relevant to the industry and to employment and workplaces,
- being customer/client-oriented,
- possessing formal industry and training qualifications, and
- training content that reflects current industry practice.

Professional development

These are means activities that develop and/or maintain an individual's skills, knowledge, expertise and other characteristics as a trainer or assessor. This includes both formal and informal activities that encompass vocational competencies, currency of industry skills and knowledge and practice of vocational training, learning and assessment, including competency based training and assessment.

Examples of professional development activities include:

- participation in courses, workshops, seminars, conferences, or formal learning programs;
- participation in mentoring, professional associations or other learning networks;
- personal development through individual research or reading of publications or other relevant information;
- participation in moderation or validation activities; and
- participation in industry release schemes.

Vocational competency

This is defined as broad industry knowledge and experience, usually combined with a relevant industry qualification. A person who has vocational competency will be familiar with the content of the vocation and will have relevant current experience in the industry. Vocational competency must be considered on an industry-by-industry basis and with reference to any guidance provided in the relevant training product.

Vocational competency in VET

Trainers and assessors are required to keep their knowledge of the VET system current, and VET training and assessment practice.

For definitions not listed here please refer to *JMC Academy Glossary*.

4 POLICY AND PROCEDURE

4.1 POLICY

- 4.1.1 JMC Academy appreciates maintaining currency of industry, vocational and vocational training and assessment skills and knowledge is a responsibility shared by JMC and the trainer and assessor. The very concept of 'currency' means that the provision of and participating in professional development activities is perpetual.
- 4.1.2 The Supervisor/Trainer and Assessor, in consultation with the Director of Education, monitors the *Professional Development & Currency Register* to establish the status of each trainer and assessor in relation their professional practice as a trainer and assessor, industry skills and vocational competencies
- 4.1.3 This data complements intelligence provided by the VET Curriculum and Delivery Committee and feedback from Vet students via surveys and other feedback mechanisms.
- 4.1.4 The scheduled formal supervision sessions (refer to *Supervision Arrangements*) also provide data on the professional development requirements of its trainers and assessors.
- 4.1.5 All the aforementioned data is used to inform
 - 4.1.5.1 The design of a national professional development program for VET trainers and assessors offered by JMC over a calendar year, and
 - 4.1.5.2 Areas in which the Supervisor/Trainer and Assessor and trainers and assessors can support each other in maintaining their currency in the different domains.
- 4.1.6 In this way, JMC shares with their trainers and assessors the responsibility in maintaining their currency.

4.2 PROCEDURE

4.2.1 *The Professional Development & Currency Register*

- 4.2.1.1 Every trainer and assessor is required to contribute their details to a *Professional Development and Currency Register* upon commencement with JMC.
- 4.2.1.2 The Register has three parts:
 - 4.1.1.1.1 PART A: Training and Assessment Qualification and Industry Currency
 - 4.1.1.1.2 PART B: Vocational Qualification and Industry Currency
 - 4.1.1.1.3 PART C: VET/Vocational Professional Development.
- 4.1.1.2 *For each unit of competency* indicated in the training plan that trainer/assessor is considered qualified to deliver/assess, they must provide the following details.
 - unit of competency title and code
 - assessment requirements of this unit of competency
 - qualifications relating to delivering or assessing this unit,
 - qualification held, name of the institution and date awarded
 - details of the same unit of competency that is being delivered/assessed, if applicable
 - current industry skills or experience possessed that directly relate to delivering and assessing this unit

- The information provided *must relate directly* to the unit of competency and the answer would normally reflect the words in the critical aspects of evidence or the performance assessment requirements of the unit of competency
- To show industry currency the description of when, where and in what role the experience was gained must be included
- Experience gained more than five (5) years ago should not be regarded as current.
- Any licenses required for delivery and assessment must be indicated.

4.2.1.3 Trainers and assessors are required to update their entry in the Register each time they undertake an activity that counts towards one of the above

4.2.1.4 Access to the Register is provided via the **VET Green Room**

4.2.1.5 New entries must be supported by evidence, and certified copies filed. See table below.

EVIDENCE – examples	EXPLANATION
Ongoing professional practice (f/t; p/t, casual work in industry; industry projects; product development)	May include days or weeks working in industry either on current, specific projects or ongoing number of hours/ days per week over an extended period of time; developing and pitching new projects
Attendance at industry events	May include industry conferences, tradeshows, workshops, lectures, seminars, including online events; launches of new products
Participation in online industry networks	Membership of relevant online networks, forums, LinkedIn and so on
Articles/papers written and published	Articles/papers must be peer reviewed and directly relevant to training area
Educational and research projects	Personal study (bachelor degree, masters/PhD studies) and/or research projects endorsed by an educational institution and leading to a formal outcome related to teaching area
Papers/lectures/workshops delivered that relate to training area	Information taken from industry events, conferences, research and so on, as well as article/papers written and delivered as a lecture/workshop within our school or externally
Professional memberships	Membership of professional industry bodies, including MEAA, with evidence of payment of annual fees
Annual performance appraisal and review	Supervision report; recognition of goals and KPIs by senior management
Further training: In-house workshops and PD	In-house short training events attended on training and assessment or area of expertise. Includes the school's pre-semester PD days
Further training: webinars and conferences	Updating currency through short training events – VELG webinars, VET conferences
Further training: External formal industry related	Updating industry qualification through enrolment in formal training
Further training: External formal VET/education related	Updating TAE/education qualification through enrolment in formal training

EVIDENCE – examples	EXPLANATION
Work shadowing/ internship	Internships that involve working with a professional by observing what they are doing rather than having individual projects to work on and complete
Journal subscription	Industry and/or VET relevant subscriptions only
Industry panel	Membership of an industry panel formed for a specific event, e.g. validation
Peer review	Formal appraisal and recognition by peers
Other	Please include any other PD activities you believe are relevant

4.2.2 Important Links & Subscriptions

In the **VET Green Room**, JMC publishes in the links to the following sites, and encourages its trainers and assessors to subscribe:

- Australian Skills Quality Authority (ASQA): Sign up to the ASQA newsletter | Australian Skills Quality Authority, <https://www.asqa.gov.au/news-publications/sign-up-asqa-newsletter>,
- Independent Tertiary Education Council Australia (ITECA): <https://www.iteca.edu.au/>
- VELG: <https://www.velgtraining.com/membership>,
- TAFE Directors Australia (TDA): <http://www.tda.edu.au>,
- National Centre for Vocational Education Research (NCVER): NCVER subscription <http://ncver.us10.list-manage2.com/profile?u=8cd8b7df7ae0c55ba7d07149f&id=c151fa277d&e=%5bUNIQID%5d>
- Campus Review: campusreview@apned.com.au

5. COMPLAINTS and APPEALS

JMC staff may access the Grievance Handling Policy to appeal against any decisions made under this Policy and Procedure document.

6. POSITIONS RESPONSIBLE FOR IMPLEMENTING POLICY and PROCEDURE

- Supervisor/Trainer and Assessor
- Trainers and Assessors
- Campus Managers
- Director of Education

7. RELATED DOCUMENTS

- JMC Academy Glossary
- JMC RTO Policy and Procedure Recruiting, Inducting and Supporting Trainers and Assessors
- JMC Academy VET Supervision Arrangement
- JMC RTO Trainer_Assessor Position Description

8. RELATED LEGISLATION

This Policy and Procedure document supports JMC Academy RTO's compliance with the following legislation:

- Standards for Registered Training Organisations 2015 (Cth)
- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for NVR Registered Training Organisations 2012 (Cth)

9. POLICY and PROCEDURE REVIEW DATE

10th September, 2022

10. VERSION CONTROL

Title	<i>Maintaining Currency (VET trainers and assessors) Policy and Procedure</i>			
Maintained By	The Education Team			
Approving Authority	The Director of Education			
Approved Date	June 4, 2020			
Version Number	Modified By	Modifications Made	Date Modified	Status
2.09	S Stanford	Reviewed for currency and included new position of Supervisor/Trainer and Assessor	May 29, 2020	Approved