



DAYS SAFE PTY LTD

RTO Policy & Procedure – Staff Skills

<p>Purpose</p>	<p>The purpose of this Policy & Procedure is to ensure all staff, particularly those involved in training and assessment, have the appropriate knowledge and skills to perform their roles effectively and meet the requirements of regulatory standards.</p>
<p>Scope</p>	<p>This Policy & Procedure applies to all staff, but particularly to Trainers & Assessors engaged by the Daysafe to deliver training and assessment on its behalf whether employees or contractors.</p>
<p>Inputs</p>	<p>Standard 7 - The RTO has effective governance and administration arrangements in place.</p> <p>7.1. The RTO ensures that its executive officers or high managerial agent:</p> <ul style="list-style-type: none"> a) are vested with sufficient authority to ensure the RTO complies with the RTO Standards at all times; and b) meet each of the relevant criteria specified in the Fit and Proper Person Requirements in Schedule 3. <p>Standard 1 - The RTO’s training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses</p> <p>1.6. The RTO implements a range of strategies for industry engagement and systematically uses the outcome of that industry engagement to ensure the industry relevance of:</p> <ul style="list-style-type: none"> b) the current industry skills of its trainers and assessors. <p>1.13 - Training and assessment is delivered only by persons who have:</p> <ul style="list-style-type: none"> a) vocational competencies at least to the level being delivered and assessed; b) current industry skills directly relevant to the training and assessment being provided; and c) current knowledge and skills in vocational training and learning that informs their training and assessment. <p>Industry experts may also be involved in the assessment judgement, working alongside the trainer and/or assessor to conduct the assessment.</p> <p>1.14. The RTO’s training and assessment is delivered only by persons who have TAE40110 Certificate IV in Training and Assessment.</p> <p>1.16 - The RTO 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.</p>

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Requirement	<p><i>Ensure Authorised Executive Officers Are In Place</i></p> <p>To operate effectively, managers must have authority to ensure that their RTO complies with the Standards at all times. It is particularly important that the people actually managing the RTO are able to make decisions that ensure compliance.</p> <p>All executive officers, anyone who manages the RTO, or owns more than 15 per cent of it must satisfy the Fit and Proper Person Requirements 2011 at all times.</p> <p>The RTO must make a 'fit and proper person' declaration when:</p> <ul style="list-style-type: none">• applying for initial registration or to renew registration as an RTO, or• employing a new manager <p><i>Trainer & Assessor Competency</i></p> <p>The RTO establishes and verifies that Trainers & Assessors meet nationally agreed competency requirements.</p> <p>Training and assessment should only be provided by those who have current industry skills and knowledge and can undertake all of the tasks defined in the elements of units of competency and modules to industry standards.</p> <p>To confirm trainers and assessors have current industry skills, and all training and assessment is delivered by people who are themselves competent practitioners, RTOs are to ensure that trainers and assessors are regularly exposed to industry workplaces and participate in workplace tasks. Determining the current industry skills required of the RTO's trainers and assessors is to be informed by industry engagement.</p> <p>The RTO will ensure that all Trainers & Assessors, including those employed or contracted by the RTO, undertake professional development in VET, and specifically in competency-based training and assessment.</p> <p>RTOs must retain evidence that all trainers and assessors have undertaken relevant professional development in VET.</p>
Reference Documentation	<p>Other reference documentation which relates to this P&P includes:</p> <ul style="list-style-type: none">• ASQA Publications<ul style="list-style-type: none">○ Fact sheet—Meeting trainer and assessor requirements• NSSC Publications<ul style="list-style-type: none">○ Determination for trainer and assessor competencies
Tools & Templates	<p>This P&P is supported by the Tools & Templates identified at each stage in the process.</p>

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<p>Policy</p>	<p>Authorised Executive Officers</p> <p>The CEO will delegate authority to the RTO Manager & RTO Training Manager in order to ensure that Daysafe complies with the Standards for RTOs 2015 at all times, allowing them to make decisions that ensure compliance.</p> <p>Fit and Proper Person Requirements</p> <p>All executive officers, anyone who manages the RTO, or owns more than 15 per cent of it must satisfy the Fit and Proper Person Requirements 2011 at all times.</p> <p>The RTO must make a 'fit and proper person' declaration when employing a new manager.</p> <p>Staff Skills</p> <p>All Daysafe staff members are to be given the opportunity to continually develop their professional knowledge and skills.</p> <p>Trainers & Assessors who deliver training and assessment for the RTO must:</p> <ul style="list-style-type: none"> • have the necessary training and assessment competencies, relevant vocational competencies and demonstrate current industry skills as determined by industry engagement; • participate in regular professional development in order to continue to develop their VET knowledge and skills as well as their industry currency and trainer and assessor competence; and • participate in regular critical evaluation of their training and assessment. • All evidence provided by staff to support their claims of competency must be validated 	
<p>Authorised Executive Officers</p> <p>Output:</p> <p>Responsibility</p>	<p>The CEO will delegate authority to the RTO Manager & RTO Training Manager in order to ensure that Daysafe complies with the Standards for RTOs 2015 at all times, allowing them to make decisions that ensure compliance.</p> <p>Duty Statements identifying delegations.</p> <p>Completed RTO Template - Instrument of Delegation</p> <p>Who is responsible – use titles not names</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> • <i>RTO Template - Duty Statement - RTO Manager</i> • <i>RTO Template - Duty Statement - Training Manager</i> • <i>RTO Template - Instrument of Delegation</i>

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Fit and Proper Person Requirements	All executive officers, anyone who manages the RTO, or owns more than 15 per cent of it must satisfy the Fit and Proper Person Requirements 2011 at all times. The RTO must make a 'fit and proper person' declaration when employing a new manager.	Tools & Templates •
Output:	Completed fit and proper person declarations.	
Responsibility	Who is responsible – use titles not names	

Trainers & Assessors meet competency and currency requirements	All Trainers & Assessors who deliver training and assessment on behalf of Daysafe must demonstrate they hold the necessary training and assessment competencies: <ul style="list-style-type: none"> • TAE40110 Certificate IV in Training and Assessment or its successor, or • A diploma or higher level qualification in adult education. <p>This includes any contracted staff who must comply with RTO Template – Trainer & Assessor Contract / RTO Template - T&A Terms & Conditions.</p> <p>Trainers & Assessors who do not hold the necessary training and assessment competencies must demonstrate equivalence.</p> <p>Trainer & Assessor competency is captured on the Daysafe Staff Skills Matrix on PowerPro.</p>	Tools & Templates • <i>PowerPro RTO</i> • <i>Daysafe Template - MoU</i>
Output:	Completed Daysafe Staff Skills Matrix on PowerPro.	
Responsibility	CEO	

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Responsibility	Office Manager	
<p>Maintain Professional Competence</p> <p>Output:</p> <p>Responsibility</p>	<p>Daysafe has a system in place to recognise, plan and support Training & Assessment staff in developing and maintaining profession VET and Training & Education (TAE) skills and knowledge. This may include:</p> <ul style="list-style-type: none"> • programs of professional development in VET and TAE; and • support to maintain and increase their technical skills and knowledge industry currency. • Subscription to professional publications <p>Individual Trainer & Assessors are to ensure that they:</p> <ul style="list-style-type: none"> • have the necessary training and assessment competencies, relevant vocational competencies and can demonstrate current industry skills; and • identify their individual Professional Development requirements. <p>Individual Professional Development Plans</p> <p>Evidence of current professional skills, knowledge and currency.</p> <p>Trainer & Assessor/s</p>	<p>Tools & Templates</p>
<p>Evaluation</p> <p>Output:</p> <p>Responsibility</p>	<p>To ensure all Trainers & Assessors continue to deliver the courses as specified in the TAS and that assessment is being conducted in accordance with the assessment guideline they are to be evaluated on a regular basis by:</p> <ul style="list-style-type: none"> • Their peers – other Trainers & Assessors • Experts in training and assessment <p>Those conducting the evaluation are to use the evaluation checklists.</p> <p>Trainer & Assessor evaluations</p> <p>Who is responsible – use titles not names</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> • <i>RTO Template – Checklist – Trainer & Assessor Observation</i> • <i>RTO Template – Checklist – Trainer & Assessor Expert Observation</i> • <i>RTO Template – Checklist – Trainer & Assessor Peer Review</i>

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Key Performance Indicator:

All staff qualifications will be verified

Trainer & Assessor competency will be measured using the Daysafe Staff Skills Matrix on PowerPro RTO.

Evidence must have been sighted and copies made and attached to Power Pro to prove all Trainers & Assessors have met the current regulatory framework requirements.

All staff qualifications will be verified.

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