



VET Trainer and Assessor Policy

Effective Date: 2026.03.27

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1. Purpose

The purpose of this policy is to ensure that all training and assessment delivered by Alphacrucis University College (AC) is conducted by credentialled, current, and professionally supported trainers and assessors, in accordance with the [Standards for RTOs 2025](#) and the [ASQA Credential Policy](#) (Credential Policy), to deliver consistent, high-quality outcomes for learners and employers.

2. Scope

This policy applies to:

- All employees, contractors, and third parties who deliver training and/or assessment for or on behalf of AC.
- Experts engaged to contribute to training or assessment.
- Supervisors responsible for overseeing personnel delivering training or assessment who are 'under direction'.

3. Definitions

- 3.1. **Credentialled person:** An individual who holds the credential(s) specified in the Credential Policy for the training/assessment activity they undertake.
- 3.2. **Under direction:** A permitted arrangement in which a person without full credentials delivers specified training/assessment activities under documented oversight; they must not make assessment judgements (Credential Policy Sections 1C and 1D).
- 3.3. **Supervisors:** Individuals who oversee personnel delivering training or assessment under Sections 1C and 1D, and meet the Credential Policy requirements for providing direction (Section 1E).
- 3.4. **Industry currency:** Current industry skills and knowledge relevant to the training product being delivered/assessed, maintained through active engagement with contemporary practice.

4. Policy Statements

4.1. RTO Workforce Planning and Assurance

- 4.1.1. AC maintains a sufficient, appropriately qualified, and supported VET workforce to deliver services and meet learner needs, documenting staffing profiles against scope and delivery modes.
- 4.1.2. AC operates a VET Personnel Requirements Matrix to assess trainers' and assessors' credentials, industry currency, and professional development.

4.2. Minimum Credentials to Deliver Training and/or Assessment

- 4.2.1. Independent delivery and assessment (including making assessment judgements) must only be performed by people who hold one of the credentials specified in Credential Policy 1A.



4.2.2. Assessment-only activities are restricted to persons holding the assessment credentials set out in Credential Policy 1B.

4.2.3. Actively working towards a credential is permitted under conditions set out in Credential Policy 1C, with controls that protect assessment integrity and learner outcomes.

4.3. Working Under Direction and Supervision

4.3.1. Where the Credential Policy permits delivery under direction (1D), AC must:

- a) appoint a credentialed supervisor who meets 1E (able to provide direction);
- b) document the scope of activities permitted under direction;
- c) ensure the person does not make independent assessment judgments; and
- d) keep supervision records (frequency, method, feedback, actions).

4.3.2. The supervising trainer/assessor remains accountable for quality and outcomes.

4.4. Industry Competencies and Currency

4.4.1. All persons delivering/assessing must hold industry competencies relevant to, and at least to the level of, the training product and maintain an understanding of current industry practice.

4.4.2. AC maintains a structured industry currency framework (e.g., recent employment/consulting, industry placement, Continuing Professional Development (CPD) with industry bodies, vendor certifications, equipment refresh, workplace observations), with evidence and reflection proportionate to risk, which must be maintained by departments offering VET courses.

4.5. Vocational Teaching and Learning Competencies

4.5.1. All persons delivering/assessing must have current knowledge and skills in vocational teaching and learning

4.6. Professional Development (CPD)

4.6.1. Continuing professional development (CPD) is required for all trainers/assessors covering:

- a. Vocational teaching and learning, including training and assessment practices (e.g., assessment validation, LLND support, inclusive practice, online facilitation, fairness/validity/evidence rules).
- b. Student engagement and support, including diverse cohorts and wellbeing referrals.
- c. Industry updates tied to the training products delivered to maintain industry competencies, skills and knowledge.

4.7. Validation of Assessment

4.7.1. Validation of assessment activities are undertaken by trainers and assessor's as per the AC's Validation Policy and the Credential Policy.

4.8. Engaging Industry Experts

4.8.1. Experts may be engaged to contribute to training and assessment, in response to identified needs and typically 'Working Under Direction & Supervision' of a credentialed trainer/assessor (unless they hold the appropriate credentials) with clarity of role and scope to be discussed before engagement with relevant manager.

4.9. Recruitment, Verification and Onboarding

4.9.1. Prior to allocation and a contract being issued, the VET Program Director will verify that the trainer's credentials, industry competences, and currency of professional development are



appropriate, based on relevant evidence. Onboarding of new trainers will follow AC's usual procedures for onboarding staff.

4.10. Records Management

4.10.1. Secure, version-controlled Trainer/Assessor Files and records will be maintained, including credential copies, mapping to products delivered, professional development logs, industry currency logs, supervision plans/records, role descriptions, and validation participation and institutional VET Workforce Register of active and current trainers/assessors.

4.11. Continuous Improvement and Self Assurance

4.11.1. AC conducts periodic self-assurance against the Outcome Standards, feeding findings into continuous improvement plans.

5. Procedures

5.1. Credential and Currency Check (Pre-allocation)

5.1.1. Before a new trainer or assessor is approved and a contract signed, the VET Program Director/Faculty Manager must request their Trainer/Assessor File, which includes VET Personnel Requirements Matrices (Credential and Industry Vocational), to verify compliance against Credential Policy matrix and Industry currency.

5.1.2. Decision:

- a) Meets Credential Policy 1A/1B, has evidence of meeting the unit of competencies that they will be engaged to deliver, and demonstrates industry currency; approved to train and assess.
- b) Under direction (Credential Policy 1D/1E) or actively working towards (1C), a Supervision Plan (scope, frequency, methods, escalation) and Learning Plan is to be created. The supervision plan is to nominate a supervisor, define no-go activities (e.g., no independent assessment decisions), set an observation/feedback cadence (e.g., fortnightly), specify learner feedback sampling, and define documentation requirements.

5.1.3. Director of Quality and Standards to review and file documentation for compliance and add Trainer/Assessor to VET Workforce register

5.2. Ongoing Currency Checks

5.2.1. Annual reviews to occur of Trainer and Assessor's continuing professional development (CPD), industry currency, with updates to VET Personnel Matrices, including plans for the next year, and the VET Workforce register.

5.2.2. The Director of Quality and Standards to oversee the annual review and maintain accuracy and currency of the VET Workforce register.

6. Roles and Responsibilities

6.1. **Director of Quality and Standards:** Maintain policy/matrix, conduct self-assurance, oversee supervision arrangements.

6.2. **VET Program Director:** Workforce planning, recruitment support, allocation, PD planning, validation schedule.

6.3. **Supervising Trainer/Assessor:** Provide direction, monitor under-direction staff, sign off on competency judgements where required.



6.4. **Trainer/Assessor:** Maintain credentials, industry currency, PD records, and comply with supervision and validation participation.

7. Related AC Policies or Documents, Standards and Legislations

7.1. AC Policies or Documents

- 7.1.1. VET Personnel Requirement Matrix – Credential (mapped to Credential Policy §§1–3) and Trainer/Assessor Files templates.
- 7.1.2. VET Personnel Requirement Matrix – Industry Vocational
- 7.1.3. VET Workforce Register
- 7.1.4. Working Under Direction forms and templates
- 7.1.5. Professional Development Plan & Log, Industry Currency Log, Supervision Plan
- 7.1.6. Validation Schedule & Minutes.
- 7.1.7. Training & Assessment Strategy (TAS)
- 7.1.8. Validation Policy
- 7.1.9. Third Party Arrangement Implementation and Management Policy
- 7.1.10. Support for Students Policy.
- 7.1.11. Child and Young Person Protection Policy

7.2. Relevant Standards and Legislations

- 7.2.1. National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025: Division 2 Standard 11 (specifically Standard 3.1, 3.2, 3.3;
- 7.2.2. [Credential Policy \(Standards for Registered Training Organisations\) - Sections 1, 2, and 3;](#)
- 7.2.3. National Vocational Education and Training Regulator Act 2011;
- 7.2.4. Relevant state/territory WHS legislation for workplace-based training;
- 7.2.5. Privacy Act 1988 for handling of trainer/assessor personal information.

8. Review and Revision

This policy will be reviewed by the Learning and Teaching Committee on a regular basis in accordance with the Policy Development and Review Policy. Any proposed changes will be tabled at the approving committee for consideration. Revisions will be communicated to all relevant stakeholders once approved.

9. History of approval and amendments

Policy owner	Chair, Learning and Teaching Committee
Policy category	Academic: Learning and Teaching
Policy status	<i>Approved</i>
Approval Body	Academic Board
Endorsement Body	Learning & Teaching Committee
Approval Date	2026.03.27
Last Review Date	2026.01.31



History of Policy Amendments	
V1 2026.01.31 Motion: AB2026-03-M04	This policy was created to clarify the requirements for VET Trainers and Assessors

Add a new row for each version of the policy. Do not remove previous rows/changes.