



Personal Details	
First Name:	Last Name:
Position:	Employment Status:
Work Phone No:	Mobile No:
Email:	
Qualifications/Units of Competency Delivered and Assessed	
Code	Title

## Trainer/Assessor VET Competence

*VET Quality Framework Reference: Standards for RTO's 2015, Standard 1, Clauses 1.14 – 1.15*

Training and Assessment Qualifications	Provider Information	Award issue date	Verified qualifications or documents (signature and date)	Copy on file yes/no

Notes:

## Trainer/Assessor Vocational Competence

VET Quality Framework Reference: Standards for RTO's 2015, Standard 1, Clause 1.13a

Provide details of how you meet the vocational competence requirements of each unit you are delivering or assessing.

This may be through holding the same unit, holding an older version of the same unit and verifying there are no gaps, holding an older version of the same unit and providing details of how gaps have been addressed, other formal qualifications, professional development activities, evidence from work in industry, etc. Please ensure all areas of the unit of competency are addressed through the evidence provided.

Unit of Competency delivered and/or assessed	Description of how the requirements of the unit have been addressed – must be in detail and address the entire unit of competency (include codes, titles and dates for any training or qualifications)	Verifiable evidence (ie certificates, statements)	Verified qualification or documents (signature and date)	Copy on file (yes/no)

## Trainer/Assessor - Evidence of Current Industry Skills

VET Quality Framework Reference: Standards for RTO's 2015, Standard 1, Clause 1.13b

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

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

Provide details of work in industry, networking, updating of knowledge and skills through professional development that demonstrates currency of developing and applying vocational skills relevant to the qualifications that demonstrates currency of developing and applying vocational skills relevant to the qualifications and units being delivered and assessed.

<b>Unit of Competency being delivered/assessed</b> <i>(ensure all units of competency being delivered and assessed are listed below as currency relates to every unit)</i>	<b>Details of currency activities</b> <i>including:</i> <ul style="list-style-type: none"> <li>• Organisation involved</li> <li>• Dates each activity was undertaken</li> <li>• Timeframe</li> <li>• Details of the tasks and duties undertaken in the industry environment</li> <li>• Details of the knowledge and skills covered by the PD activity</li> </ul>

## Trainer/Assessor – Evidence of current knowledge and skills in vocational education and training to inform training and assessment practices

*VET Quality Framework Reference Standards for RTO's 2015, Standard 1, Clause 1.13 c*

*This table could include vocational workshops, conferences, professional affiliations, visits to work sites (observe processes), visits to students on work placements, subscriptions to magazines, journals, websites.*

Activity ( <i>organisation/person provided by</i> )	Dates undertaken	Type of Activity	Knowledge or skills gained	Description of the relationship to the units of competency being delivered and assessed

## Trainer/Assessor – Professional Development Planning

VET Quality Framework Reference: *Standards for RTO's, Standard 1, Clause 1.16*

Professional development 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:

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

Identify any areas requiring professional development to address in the upcoming financial year. Where possible, identify where the professional development may be undertaken. Once professional development has occurred, remove from this table and put the details in the appropriate sections of this profile.

Unit of Competency being delivered/assessed OR training and assessment knowledge and skills	Details of activities needed including: <ul style="list-style-type: none"> <li>• Organisation offering PD (if identified)</li> <li>• Dates each activity is on offer (if known)</li> <li>• Costs involved</li> <li>• Details of the skills and knowledge that will be gained</li> </ul>

## Trainer/Assessor Declaration and Verification

<b>Trainer/Assessor Acknowledgement:</b>	
<p>I,....., declare that the information provided on this profile and any related documentation is true and accurate. I have provided copies of all qualifications, statements of attainment, transcripts and records of results as listed on my profile. I give permission for my employer to verify the accuracy of information provided.</p>	
Signature:	Date:

<b>RTO Compliance Manager to complete:</b>			
Sufficient evidence provided to meet requirements of the Standards for RTO's 2015	YES	NO	N/A
Trainer/Assessor qualifications (including evidence for equivalence)			
Vocational competence (including evidence for equivalence)			
Current industry skills			
Current VET knowledge and skills			
Comments:			

RTO Compliance Manager Name and Signature;	Date:
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