

Competency in Delivery & Assessment Policy

Djerriwarrh Community & Education Services (Djerriwarrh) is committed to ensuring the competence of Djerriwarrh trainers and assessors, and, that assessments meet the requirements of the endorsed components of Training Packages and the outcomes specified in accredited courses within the scope of its registration.

Djerriwarrh ensures

A. Trainers must:

1. hold the *TAE40110 Certificate IV in Training and Assessment* or its successor as a minimum qualification or a diploma or higher level in adult education; and,
2. be able to demonstrate vocational competencies at least to the level being delivered and assessed; and,
3. current industry skills directly relevant to the training and assessment being provided; and,
4. be able to demonstrate how they are continuing to develop their Vocational Education and Training (VET) knowledge and skills as well as maintaining their industry currency and trainer/ assessor competence.

B. Persons working under the supervision of a trainer must:

1. work under the supervision of a qualified trainer and/or assessor and must not determine assessment outcomes; and,
2. hold either
 - a) the *TAESS00014 Enterprise Trainer – Presenting Skill Set* or its successor; or,
 - b) the *TAESS00013 Enterprise Trainer – Mentoring Skill Set* or its successor; or
 - c) the *TAESS00015 – Enterprise Trainer and Assessor Skill Set* or its successor; and,
3. be able to demonstrate vocational competencies at least to the level being delivered and assessed as well as maintaining their industry currency.

C. Assessors only must:

1. hold the *TAE40110 Certificate IV in Training and Assessment* or its successor as a minimum qualification; or,
2. a diploma or higher level in adult education; or,
3. hold the *TAESS00011 Assessor Skill Set* or its successor.

Associated Policies	PO 034 Learning Teaching and Assessment PO 010 Training Administration and Records Management PO 022 Staff Recruitment and Selection PO 039 Staff Induction PO 024 Professional Development PO 013 Audit and Review
Associated Procedures	PR 010a Training Administration and Records Management PR 022a Staff Recruitment and Selection PR 039a Staff Induction
Other associated documents Internal	Qualification and Experience Matrices Position Description FO 311 VET Professional Development Record CK 005 Induction Checklist for Staff CK 012 Trainer Employment File Checklist CK 014 Induction Checklist for Training Staff
Relevant Legislation	Education and Training Reform Act 2006 Privacy Act 1988 Privacy and Data Protection Act 2014
Other associated documents External	AQTF Essential Standards for Continuing Registration Updated 2013 VRQA Guidelines