

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:

VET Trainers and Assessors:

On or prior to 30 June 2019, must hold one of the following:

- TAE40110 - Certificate IV in Training and Assessment (or its successor)
- A diploma or higher level qualification in adult education

From 1 July 2019, must hold one of the following:

TAE40116 Certificate IV in Training and Assessment (or its successor)

TAE40110 Certificate IV in Training and Assessment **and one of the following;**

- TAELLN411 Address adult language, literacy and numeracy skills(or its successor)
- TAELLN401A Address adult language literacy and numeracy skills **and one of the following;**
- TAEASS502 Design and develop assessment tools(or its successor)
- TAEASS502A Design and develop assessment tools
- TAEASS502B Design and develop assessment tools
- A diploma or higher level qualification in adult education, **and**

be able to demonstrate vocational competencies at least to the level being delivered and assessed; and, current industry skills directly relevant to the training and assessment being provided; and ,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.

Persons working under the supervision of a trainer must:

Work under the supervision of a qualified trainer and/or assessor and must not determine assessment outcomes; and,

On or prior to 30 June 2019, must hold one of the following:

- TAESS00007 – Enterprise Trainer Presenting Skill Set (or its successor)
- TAESS00008 – Enterprise Trainer – Mentoring Skill Set
- TAESS00013 – Enterprise Trainer – Mentoring Skill Set (or its successor).
- TAESS00003 – Enterprise Trainer and Assessor Skill Set

From 1 July 2019, must hold one of the following:

- TAESS00007 – Enterprise Trainer – Presenting Skill Set
- TAESS00014 – Enterprise Trainer – Presenting Skill Set (or its successor)
- TAESS00008 – Enterprise Trainer – Mentoring Skill Set
- TAESS00013 – Enterprise Trainer – Mentoring Skill Set or its successor
- TAESS00003 – Enterprise Trainer and Assessor Skill Set
- TAESS00015 – Enterprise Trainer and Assessor Skill Set (or its successor) **and**

be able to demonstrate vocational competencies at least to the level being delivered and assessed as well as maintaining their industry currency.

Assessors only (anyone who provides assessment but not training) must:**On or prior to 30 June 2019, must hold one of the following:**

- TAESS00011 – Assessor Skill Set (or its successor)
- TAE40110 – Certificate IV in Training and Assessment (or its successor)
- A diploma or higher level qualification in adult education

From 1 July 2019, must hold one of the following:

- TAESS00011 – Assessor Skill Set (or its successor)
- TAESS00001 – Assessor Skill Set, **and one of the following:**
 - TAEASS502 – Design and develop assessment tools (or its successor)
 - TAEASS502A – Design and develop assessment tools (or its successor)
 - TAEASS502B – Design and develop assessment tools
- TAE40116 – Certificate IV in Training and Assessment (or its successor)
- TAE40110 – Certificate IV in Training and Assessment, **and both the following:**
 - TAELLN411 (or its successor) or TAELLN401A
 - TAEASS502 (or its successor) or TAEASS502A or TAEASS502B
- A diploma or higher level qualification in adult education

EAL Trainers and Assessors:

Must follow the same requirements as VET Trainers and Assessors above

AND

It is a requirement of these accredited courses that training and assessment is conducted by qualified TESOL teachers.

A qualified TESOL teacher is a person who holds an appropriate initial teacher education qualification that includes at least 22 days of supervised teaching practicum in TESOL. This practicum must involve at least 60 hours of class observation and classroom teaching in TESOL. This will typically include an average of 2-3 hours teaching and observation each day.

Appropriate qualifications include but are not limited to:

- A four-year Bachelor of Education, with TESOL as a method
- An undergraduate bachelor degree plus a Master of
- An undergraduate bachelor degree plus Graduate Diploma of Education with TESOL as a method
- An initial teacher education qualification plus a postgraduate qualification that includes a 22-day supervised teaching practicum in TESOL, such as a:
 - Graduate Certificate in Education (TESOL)
 - Graduate Certificate in TESOL
 - Graduate Diploma in TESOL
 - Master of TESOL / Master of Applied Linguistics / Master of Arts (TESOL)

CGEA Trainers and Assessors:

Must follow the same requirements as VET Trainers and Assessors above

AND

In the context of the delivery and assessment of the Core Skills Reading, Writing units, relevant vocational competencies refers to demonstrable expertise in teaching literacy. This can include holding an AQF level 7 or above teaching qualification with a relevant method.

In the context of the delivery and assessment of the Core Skills Numeracy and Mathematics units, relevant vocational competencies refer to demonstrable expertise in teaching numeracy. This can include holding an AQF level 7 or above teaching qualification with a relevant method.

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 VRQA Guidelines for VET Providers