



Trainer's Professional Development Policy

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DOCUMENT OWNER	Eddie Blass, CEO

Revision History

VERSION	DATE	REVISION AUTHOR	SUMMARY OF CHANGES
1	11/05/23	Eddie Blass	Initial Document
2	11/05/24	Eddie Blass	Changed to reflect changes to ASQA requirements
	May 2025	Policy Review Team	Next scheduled review

Distribution

NAME	TITLE
All staff	All staff

Approval

NAME	POSITION	SIGNATURE	DATE
Eddie Blass	CEO	E Blass	11/05/23
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1 Purpose

The purpose of this policy is to ensure that the trainers and assessors employed by Inventorium RTO are given the opportunity to gain/update skills and knowledge relating to the delivery of training and assessment services, and that the trainers and assessors working at the Inventorium RTO undertake professional development to ensure that their skills are relevant and up to date. This is a mutual obligation.

The following documents are relevant to this Policy:

- [Trainer Assessor Experience and Qualification Mapping Document](#)
- [TAE Induction Training](#)

2 Scope

This policy applies to all staff at the Inventorium RTO who undertake any training or assessment tasks.

3 Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

Vocational Competency – the skills and knowledge relevant to the industry being taught, the competency to deliver, or the demonstrated equivalence of competency.

Training and Assessment Competency – the TAE40116 Certificate IV in Training and Assessment.

Industry Currency – current industry skills directly relevant to the training and assessment being provided

Current Knowledge and skills in Vocational Education Training (VET) – that informs the Trainer's training and assessment, in accordance with Standards for RTOs 2015, clauses 1.13 to 1.16.

4 Policy Statement

4.1 Inventorium RTO Trainers' Professional Development

Inventorium RTO Trainers are responsible for managing their ongoing professional development and maintaining their industry knowledge and skills.

Inventorium RTO Trainers are required to maintain:

- Vocational competence at least to the level being delivered and assessed.
- Training and assessment competence as stipulated in the Standards for RTOs 2015, such as the TAE40116 Certificate IV in Training and Assessment, unless a recognised teaching qualification is held.
- Current industry skills directly relevant to the training and assessment being provided that informs industry best practice. Currency is defined as industry skills acquired no more than 3-years from the date of review.
- Current knowledge and skills in vocational training and learning that informs educational best practice in training and assessment. Currency is defined as knowledge and skills that have been acquired no more than 3-5 years from the date of review.
- An updated Inventorium RTO Trainer/Assessor Experience and Qualification Mapping document, which includes all relevant professional development activities and current industry experience mapped against listed units of competency.
- An updated Professional Development Log including all professional development activities completed to maintain currency in both vocational competence and training and assessment competence.

4.2 Professional Development Activities

Professional Development activities can include, but are not limited to:

- Attendance at relevant professional workshops, webinars, seminars and conferences on training and assessment or business management
- Participation in networks, communities of practice or mentoring activities
- Participation in INVENTORIUM RTO directed activities as required
- Participation in assessment validation activities as required
- Researching information from regulatory bodies

- Subscription of industry journals and e-newsletters
- Secondments to business service industries (voluntary or paid) related to the training they are facilitating.
- Part-time work in an industry field (voluntary or paid)
- Participation in projects with industry
- Meaningful engagement with professional and relevant industry bodies

4.3 Professional Development Requirements

All Inventorium RTO trainers must participate in at least two professional development activities that meet vocational competence and at least two professional development activities that meet training and assessment currency, per year as outlined in section 4.2 of this policy.

Trainers are required to complete, maintain and update Inventorium RTO's Professional Development Log detailing their ongoing professional development activities.

5 Responsibilities

The RTO Manager is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.

The RTO Manager is responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.

Inventorium RTO employees are responsible for being aware of and complying with this Policy.

6 Review

All RTO Policy documents are reviewed every 2 years by the RTO Manager. Where a new version of a policy is created, the new version must be approved by the Senior Management Team.

7 Records

All records in relation to this policy will be managed as follows:

RECORD TYPE	RESPONSIBLE	LOCATION	RETENTION
Professional Development Record	RTO Manager	Trainer File	7 years
Trainer and Assessor Experience and Qualification Mapping Document	RTO Manager	HR Staff Folder	30 years