



SYDNEY FILM SCHOOL

Name	Trainer Capability		
What is the purpose of this policy?	To ensure that the trainers, who are engaged by Sydney Film School (SFS) have the requisite experience and qualifications to deliver training and assessment to SFS students.		
Version	#4	Next review	Jan 2018
What law applies?	The National Code (ESOS) 2007: 14.1. The RTO Standards 2015: Clause 1.13 - 1.25.		
Who is affected by this policy?	Who has rights?	Who has responsibilities?	
	Students Trainers	Head of Film	

Policy

SFS maintains a high standard for the recruitment, induction, performance assessment and ongoing development of trainers.

Trainer and Assessor Qualifications

SFS' training and assessment will be delivered by trainers and/or assessors who have:

- vocational competencies¹ at least to the level being delivered and assessed;
- current industry skills directly relevant to the training and assessment being provided; and
- current knowledge and skills in vocational training and learning that informs their training and assessment.

Industry experts may also be involved in the assessment judgement, working alongside the trainer and/or assessor to conduct the assessment.

In addition, SFS trainers who assess within CUA51015 or CUA60615 must hold (or be able to demonstrate progress towards obtaining):

TAE40110 Cert IV in Training and Assessment; or a diploma or higher level qualification in adult education.

Assessor-only Qualifications

A TAE40110 Cert IV in Training and Assessment; or a diploma or higher level qualification in adult

¹ SFS defines "vocational competencies" to be holding "demonstrated equivalence of competencies" to the units of competency which they will be delivering and/or assessing.

education; or a TAESS00001 Assessor Skill Set.

Professional Development

All SFS trainers and assessors will undertake professional development in their fields of expertise and in the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment.

Non-Qualified Individuals

Where an individual, who is not a qualified trainer or assessor, delivers training and assessment the individual will (i) work under the supervision of a trainer and (ii) not determine assessment outcomes.

A non-qualified individual will work under the supervision of a trainer at SFS and will have:

- a) one or more of the following skill sets:
 - i) TAESS00007 Enterprise Trainer – Presenting Skill Set (for those who train only)
 - ii) TAESS00008 Enterprise Trainer – Mentoring Skill Set (for those who train only)
 - iii) TAESS00003 - Enterprise Trainer and Assessor Skill Set (for those who train and assess);
- b) vocational competencies at least to the level being delivered and assessed; and
- c) current industry skills directly relevant to the training and assessment being provided.

Training and assessment delivered by a non-qualified individual will comply with Standard 1 of the *Standards for Registered Training Organisations 2015*.

SFS will:

- a) determine and put in place:
 - i) the level of the supervision required; and
 - ii) any requirements, conditions or restrictions considered necessary on the individual's involvement in the provision of training and collection of assessment evidence; and
- b) ensure that trainers who are providing supervision, monitor and are accountable for all training provision and collection of assessment evidence by the individual under their supervision.

Procedure

Engagement of Trainers

Proof of Qualification

On engagement, trainers will supply to SFS:

- a) certified copies of all relevant qualifications, both industry and training & assessing (see *Assessor-only Qualification* section above);
- b) a current CV; and
- c) a Qualification and Currency form².

The trainer must provide TAE40110 Certificate (**Cert**) IV in Training and Assessment or be enrolled in an approved course to achieve that qualification within a reasonable period.

Only trainers qualified in the industry AND training and assessing may train and assess.

Trainers and Assessors without a Cert IV

Where the trainer is delivering training only and not assessing, in addition to the items above:

² Internal SFS form maps the trainers industry experience to the Units of Competency which they will deliver
Trainer Capability Policy and Procedure

From 1 January 2016 - the individual must hold the following skill sets:

- TAESS00007 Enterprise Trainer – Presenting Skill Set
- TAESS00008 Enterprise Trainer – Mentoring Skill Set
- TAESS00003 - Enterprise Trainer and Assessor Skill Set

Where a trainer conducts assessment only, in addition to the items above:

The individual must provide a TAE40110 Cert IV in Training and Assessment; or a diploma or higher level qualification in adult education; or a TAESS00001 Assessor Skill Set.

Record Keeping and Currency of Qualifications

SFS keeps these qualifications on file and collates them in a spreadsheet, recording all trainer qualifications mapped to the UOCs that they deliver.

Updated versions of all trainer and assessor qualifications and CVs will be collected annually in January.

Induction

SFS holds trainer induction and training days annually. These introduce new trainers to the SFS system; notify trainers on changes to VET sector standards; workshop-teaching methods and to collect trainer feedback.

In addition, new trainers are individually inducted to the specifics of the subject they will teach by being given and briefed on Subject Outlines, Lesson Plans, Course Notes, Marking Guides & class and production scheduling. These individual inductions may be given by the Head of Film, Director, Head of Production, Course Coordinator or trainers who have taught the subject.

Professional Development

Trainer and assessors are required by SFS to demonstrate currency by taking part in annual professional development both in their industry role and in competency-based learning.

Trainers should include in their CV, all professional development they have undertaken.

SFS assists in this development by:

- a) providing annual induction and training days in competency based learning and VET sector standards and legislation;
- b) holding moderation meetings, which provide a forum for the discussion of assessment methods;
- c) supporting trainers who are currently enrolled in a TAE40110 Cert IV in Training and Assessment with one on one tutoring where required;
- d) offering trainers free access to SFS courses; and
- e) supporting fulltime staff to pursue professional development outside of their teaching, admin and assessing duties at SFS.

Supervision of trainers

Trainers with full qualification

As outlined in the *Trainers and Assessor Qualifications* section of this policy, trainers holding the full qualification may train and assess without supervision.

Nevertheless the following supervision is offered:

- a) briefing and discussion on the subject to be taught with their nominated supervisor;
- b) moderation meetings; and
- c) checking of marking by the Student Services Manager.

Guest Trainers without Cert IV delivering training only

Guests delivering training only will be supervised in the following manner:

- a) lesson content briefing and discussion with their nominated supervisor;
- b) periodic attendance by a supervisor in the classroom or co-teaching with a fully trained trainer; and
- c) debrief by Head of Film, Course Coordinator, Student Services Manager or co-teacher.

Trainers without Cert IV can deliver non Unit of Competency courses without supervision

Where identical classes are delivered more than once, the first class will be supervised. If found satisfactory, repeat classes may be delivered unsupervised.

Supervisors are nominated by the Head of Film.

Working with Children

Trainers who will be in contact with children of the age of 16 and under in their engagement with SFS are required to undergo a Working with Children check.

Version Control

Approved by	Version #	Date
Policy and Procedure Committee	1	25 March 2015
Education Operations Interface	2	1 July 2015
Policy and Procedure Committee	3	30 July 2016
Senior Management Meeting	4	22 September 2017