

2 SCOPE

- 2.1 This procedure provides for the recruitment, induction and management of trainers delivering nationally recognised programs provided by The College RTO

3 TRAINER RECRUITMENT

- 3.1 The employment specification clearly lists the Trainer and Assessor qualifications, other personal attributes and job requirements.
- 3.2 Specifications are listed in the advertisement published on the Western Sydney University website. The recruitment selection is undertaken by Western Sydney University HR and The CollegeRTO Director . Successful applicants are inducted by The CollegeRTO Director /Lead Trainer.
- 3.3 Recruitment is also conducted via nominated Recruitment agency. All contracts and agreements are prepared by the agency

4 ORIENTATION /INDUCTION

- 4.1 Orientation is held upon commencement of employment to familiarise new Trainers and Assessors with the training environment and the broader The CollegeRTO environment. This initial orientation is inclusive of all regulatory requirements

professional development in the fields of the



6 WORKING UNDER SUPERVISION

6.1 The CollegeRTO engages subject matter experts to deliver training who are working under supervision of a trainer, the person must meet the following criteria:

6.1.1 Must hold one of the following the following skill sets:

- TAESS00007 Enterprise Trainer – Presenting Skill Set; or
- TAESS00008 Enterprise Trainer – Mentoring Skill Set; or
- TAESS00003 Enterprise Trainer – Assessor Skill Set.

6.1.2 Has vocational competencies at least to the level being delivered and assessed; and

6.1.3 Has current industry skills directly relevant to the training and assessment being provided.

6.2 A Trainer and Assessor who holds one of the above skill sets can only perform the tasks



- 8.2.2 Certified true copy of Trainer/ Assessor qualifications.
- 8.2.3 Certified true copy of vocational qualifications .
- 8.2.4 Evidence of equivalent competence if applicable (Vocational Matrix Template).
- 8.2.5 Updated Curriculum Vitae or Resume detailing professional history .
- 8.2.6 Duty statement signed by staff member.
- 8.2.7 Employment Contract/Service Agreement signed by The College RTO Director and The College CEO
- 8.2.8 National Police Check if applicable.
- 8.2.9 Relevant licence documentation/working with children check, etc.



THE RTO TRAINER MANAGEMENT PROCEDURE

STATUS AND DETAILS

Status	Current
Version	1
Effective Date	21 October 2020
Review Date	21 October 2023
Approval Authority	The RTO Committee
Approval Policy	The College Senior Management Team
Governing Authority	Western Sydney University Enterprises Board