ALLOCATING CONSULTANTS FOR TRAINING AND ASSESSMENT POLICY AND PROCEDURE

1. PURPOSE

The purpose of this policy is to ensure that before allocating any consultant to competency based training and assessment programs, the relevant staff must ensure that the chosen consultant has provided the Institute with sufficient evidence to show that they meet the trainer and assessor requirements according to the Standards for RTO's 2015, in order to deliver and assess specific units of competency.

2. SCOPE

AIM WA complies with the Standards for Registered Training Organisations (RTOs) 2015 including the clauses related to clause 1.13 of Standard 1;

The RTO's training and assessment is delivered only by persons who have:

a) Vocational competencies 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.

3. PROCEDURE

1. The relevant staff member must confirm the chosen consultant's suitability by opening the Consultant Register and clicking on the **STAC Matrix** worksheet. If there is a coloured box next to the consultant name and under the specific unit of competence, containing a number 1-3, then the relevant staff member may proceed in allocating the consultant to train and/or assess that unit. The numbering system denotes the quality of the combined vocational and industry skills held by the consultant;

    A. **One (1)** is the best case scenario where the consultant holds the current version of the unit being delivered/assessed and has sufficient vocational and industry experience, currency and professional development

    B. **Two (2)** is the second best case scenario where the consultant holds a superseded version that is still equivalent to the unit being delivered/assessed and has sufficient vocational and industry experience, currency and professional development

C. **Three (3)** is the third best case scenario where the consultant either does not hold the unit being delivered/assessed or holds a superseded unit that is not equivalent to the current unit, and has sufficient vocational and industry experience, currency and professional development

D. All scenarios 1-3, identify consultants who comply with the requirements for Standard 1, section 1.13 of the Standards for RTO's 2015, in relation to the training and assessment of vocational competency based programs

E. If there is no number next to a particular unit and you believe that the consultant has the industry experience and currency to deliver/assess it, contact Team Leader, Learning and Development (Open) who will coordinate the addition of a unit of competency to the consultants Statement of Training and Assessment Competency record (STAC). It is important that this request comes from you as the owner of the project.

F. If, due to unforeseen circumstances, a staff member needs to change a trainer or assessor that has already been allocated to a program, the above procedure should be followed again to identify another consultant from the STAC Matrix and ensure that Tracker is updated.

2. Changing a Consultant. If, due to unforeseen circumstances, the relevant staff member needs to change a trainer or assessor that has already been allocated to a program, the above procedure should be followed again to identify another consultant from the STAC Matrix and ensure that Tracker is updated.