

Trainer Working Under Supervision Procedure

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1. Associated policy

The *Trainer Working Under Supervision Procedure* has been developed in conjunction with the *Training and Assessment Policy*.

2. Scope

Where this procedure refers to Canberra Institute of Technology (CIT), it includes CIT Solutions.

All staff delivering nationally accredited training who do not hold the minimum credentials required under the *Standards for RTOs 2015* (RTO Standards).

All Heads of Department and educators holding the minimum credentials required under the RTO Standards acting as supervisors.

All educators holding the minimum credentials required under the RTO Standards delivering and assessing the Certificate IV Training and Assessment.

3. Procedures

The RTO Standards require minimum credentials educators (trainers and assessors) of nationally accredited training.

Where CIT engages an individual who is not a qualified educator, the individual must:

- hold a training and assessment credential specified in Item 6 of Schedule 1 of the RTO Standards, that is relevant to the learner cohort the individual is involved in training and assessing, or
- be actively working towards a training and assessment credential specified in Item 8 of Schedule 1 of the RTO Standards.

The individual must be formally supervised, must not determine assessment outcomes and must work under the supervision of a qualified educator.

Assessment decisions will only be made by qualified educators. Educators may make assessment decisions in conjunction with the trainer under supervision, who may gather some or all of the relevant evidence. However, the supervising educator:

- is responsible for the quality of training delivered
- makes all final decisions about assessment outcomes.

The frequency of engagement between the trainer under supervision and supervising educator will be negotiated, and will reflect the achievement of competency milestones and the degree of supervision and mentoring deemed necessary.

Supervision activities will include a diversity of approaches including:

- planning learning activities
- designing learning activities
- observation of facilitation
- reflective practices.

Refer: ***Guidelines for Trainers Under Supervision***

The supervising educator will ensure the trainer under supervision meets all work-related requirements to complete the Certificate IV in Training and Assessment including, but not limited to:

- ensuring understanding of the training and assessment strategy (TAS) and related documents
- Teacher Capability has access to the trainer under supervision at least three consecutive class training sessions
- trainer under supervision has access to participation in assessment validation
- providing opportunities to assess trainers under supervision for feedback and assessment purposes.

Step	Action	Responsibility
1	<p>Nominate an educator, to formally supervise the trainer who will be engaged under supervision.</p> <p>Meet with the educator to outline obligations, the procedure and practices to be followed and complete a <i>Trainer Under Supervision Record</i> schedule of supervision activities.</p> <p>Review expectations regarding the systematic completion of the <i>Trainer Under Supervision Record</i> and submitting records to CIT Teacher Capability.</p> <p>Agree the level of supervision will include as a minimum:</p> <ul style="list-style-type: none"> • at least weekly engagement in the first month • fortnightly engagement in months two and three • monthly engagement thereafter. <p>If it is determined that the trainer under supervision requires closer supervision and mentoring, a program reflecting this higher need should be developed.</p> <p><i>Note: The supervising educator must hold the minimum credentials required by the Standards for RTOs 2015, Schedule 1, item 2.</i></p>	Head of Department
2	<p>Meet according to the agreed schedule, either face to face, over the phone or via electronic communications, using the following to guide discussion:</p>	Supervising educator Trainer under supervision

Step	Action	Responsibility
	<ul style="list-style-type: none"> • Guidelines for Trainer Under Supervision, • assessment requirements to complete the Certificate IV in Training and Assessment • Trainer Under Supervision Record. <p>Complete the Trainer Under Supervision Record for each scheduled engagement.</p> <p>The supervising educator will be responsible for enabling the trainer under supervision to meet all TAE work-based assessment requirements including but not limited to:</p> <ul style="list-style-type: none"> • access and interpretation of relevant TAS and associated documents • access to at least three consecutive class training sessions • access to participate in assessment pre validation, validation and moderation • providing an opportunity to assess candidates under supervision. 	
3	Submit updated completed Trainer Under Supervision Record to CIT Trainer Under Supervision Register within 5 days of the supervision meeting.	Supervising educator
4	<p>Maintain a register of trainers under supervision.</p> <p>Accept and retain a record of all Trainer Under Supervision Records.</p> <p>Monitor and report progress towards completion of all supervision arrangements to the Education Design and Delivery Lead.</p>	People and Culture
5	<p>Follow up with College Directors and Heads of Department on:</p> <ul style="list-style-type: none"> • the progress of overall supervision arrangements • achievement of credentials by trainers under supervision • reported issues of poor performance by supervisors. <p>Report to People and Capability on the progress of supervision arrangements at least every 6 months.</p>	Senior Education Leader
6	Confirm finalisation of the Trainer Under Supervision Record	Trainer under supervision Supervising educator Head of Department
7	Provide completed Trainer Under Supervision Record to Teacher Capability.	Trainer under supervision

Step	Action	Responsibility
	Provide evidence of successful completion of the Certificate IV Training and Assessment or other approved credentials to People and Culture and Head of Department.	

4. Supporting Documents

4.1 Legislation/Regulation

- [Standards for RTOs 2015](#)
- *Standards for Registered Training Organisations Amendment (VET Workforce Support) Instrument 2024*

4.2 Policy and Procedures

4.3 Related Documents

- Trainer Under Supervision Record
- Guidelines for Trainer Under Supervision

5. Definitions

All terminology used in this procedure is consistent with definitions in the CIT Definition of Terms.

In the context of this procedure the following definitions apply.

Actively working towards	Actively working towards means an individual is enrolled in, has commenced, and is making satisfactory progress toward completing a specified training and assessment credential.
Assessor	A person qualified within the meaning of the <i>Standards for RTOs</i> to conduct assessment of nationally accredited training.
Educator	A person qualified within the meaning of the <i>Standards for RTOs</i> to conduct training and assessment.
Trainer	Anyone who fulfils one or more activities linked to the (theoretical or practical) training function, either in an educational institution, training institution or at the workplace. Trainers prepare students for assessment. (https://www.voced.edu.au/vet-knowledge-bank-glossary-vet)
Trainer under supervision	A person who is not a trainer or assessor within the meaning of the <i>Standards for RTOs</i> and is working under supervision.