



RTO POLICIES AND PROCEDURES MANUAL

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St Peter Claver College
RTO Policies and Procedures Manual

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ASSESSMENT VALIDATION POLICY

March 2015

Standard 1: The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.

POLICY STATEMENT

The validation policy is designed to ensure that St Peter Claver College's assessment instruments effectively address the requirements of the qualification including continuous improvement of strategies, resources and staff.

The College uses a risk-based approach based on the mode of delivery and changes to training packages to develop the validation plan. The plan details when the validation will occur, which training products will be the focus, who will lead and participate in the validation, how the outcomes will be documented and acted on and saved on the portal.

The validation process shall determine whether or not the assessment procedures and materials currently in use are valid, fair, reliable and flexible in their application and are considered to be suitable.

Validation Procedure

Plan for Validation

When developing the [VET Validation Plan](#) (hyperlink), the following factors are considered:

- Assessment validations meetings are scheduled once every five years for each qualification.
- At least 50% of all qualifications are validated with the first three years.
- The outcome of each validation undertaken is recorded on the Validation Checklist and the Training & Assessment Strategy for the validated competency where feedback and recommendations are documented and acted upon.

Validators

Collectively the persons as validators must have:

- Appropriate vocational competencies.
- Current industry skills and knowledge.
- An appropriate training and assessment qualification or assessor skill set.
- Current knowledge and skills in vocational training and learning.

Validation Samples

Selecting samples to be validated include the following:

- Identify and locate a statistical random sample of assessment/assessment tools used for the qualification/unit.
- Make copies of the selected assessment tools/evidence/units and checklists for all attending the workshop.
- Assessors complete validation checklist and note their decision as either 'confirmed' or 'not confirmed'.

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Where judgements are 'not confirmed', any required improvements are to be made to assessment processes or materials within 30 days.

CERTIFICATION AND USI POLICY

March 2015

Standard 3: The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.

POLICY STATEMENT

St Peter Claver College ensures that it adheres to the obligations of issuing and maintaining certification documentation and the obtaining, verification and maintaining of USI numbers in line with the requirements of the National VET Regulator, i.e. the QCAA as delegate for ASQA as outlined in the Australian Quality Framework (AQF). The college RTO will issue, maintain and accept AQF certification documentation for students.

The college RTO will assist students to apply, apply on behalf of students or verify the student provided USI on the USI website following the procedure. Proof of issue or verification of USI will be kept in the Careers office.

The Principal (as the chief executive officer) of the college RTO is ultimately responsive for ensuring that the college RTO complies with the VQF.

Certification Procedure

To avoid possible delays in issuing certification, St Peter Claver College has processes in place to verify a student's Unique Student Identifier (USI) well in advance of when certification is expected to be issued.

The college RTO is only required to issue AQF certification documentation when a student has completed their program of training and assessment and has a verified USI. The college is not required to issue 'interim' documentation at any time.

Issuing AQF Qualifications

St Peter Claver College will include the following information on the testamur, in addition to the requirements of the AQF Qualifications Issuance Policy:

- The name, RTO code and logo of the issuing organisation.
- The code and title of the awarded AQF qualification.
- The NRT Logo in accordance with the current conditions of use contained in Schedule 4.
- An embossed College seal as an anti-fraud mechanism.

The following elements are to be included on the testamur as applicable:

- The State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities, e.g. within User Choice contracts).
- The industry descriptor, e.g. Engineering.
- The occupational or functional stream, in brackets, e.g. (Fabrication).
- Where relevant, the words, 'achieved through Australian Apprenticeship arrangements'.

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- Where relevant, the words, 'these units/modules have been delivered and assessed in <insert language> followed by a listing of the relevant units/modules.

St Peter Claver College will not include the learner's Student Identifier on the testamur consistent with the **Student Identifiers Act 2014**.

The college RTO will:

- Retain registers of AQF qualifications they are authorised to issue and of all AQF qualifications issued.
- Retain records of AQF certification documentation issued for a period of 30 years.
- Provide reports of Records of qualifications issued to its VET Regulator on a regular basis as determined by the VET Regulator.
- Issue VET certification within 30 calendar days of the student being assessed and meeting the requirements of the program.

Issuing Statements of Attainment

St Peter Claver College will include the following information on a statement of attainment:

- The name, RTO Code and logo of the issuing organisation.
- A list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency.
- The authorised signatory.
- The NRT Logo.
- An embossed College seal as an anti-fraud mechanism.
- The words 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units'.

The following elements are to be included on the statement of attainment as applicable:

- The State/Territory Training Authority logo (only where use of the logo is directed by State/Territory Training Authorities).
- The words 'These competencies form part of [code and title of qualification(s)/course(s)]'.
- The words, 'These competencies were attained in completion of [code] course in [full title]'.
- Where relevant, the words, 'these units / modules have been delivered and assessed in <insert language>' followed by a listing of the relevant units/modules.

The college RTO must not include the learner's Student Identifier on the statement of attainment consistent with the **Student Identifiers Act 2014**.

The college RTO will:

- Maintain registers of all statements of attainments issued.
- Retain records of statements of attainment issued for a period of 30 years.
- Provide reports of its records of statements of attainment issued to its VET Regulator on a regular basis, as determined by the VET Regulator.

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Procedure

- The Data Secretary will produce a S1 Transfer form for students who have completed their course, exited the qualification early or left the College. The S1 Transfer form will indicate any completed or partially completed qualifications.
- The Data Secretary will forward the S1 form to the VET Administration Officer who will complete the required qualification and/or statement of attainment.
- The Data Secretary will amend student's file on SDCS to indicate that qualification has been issued by placing a 'YES' in the 'Certificate Issued' column.
- The VET Administration Officer will produce the qualification and issue directly to the student, via the Teacher, or post to the student if they have left the College as per their address on the S1 form.
- Copies of issued qualifications are kept in the students file in the main office and in the Careers Office.
- Details of the issued qualification and/or statement of attainment are placed on the register **SPCC AQF Qualifications Issued Register** ([hyperlink](#)).

Credit Transfer Procedure

St Peter Claver College will recognise all qualifications issued by any other RTO. The College will seek verification of the certifications from the relevant RTO where there is some ambiguity.

Recognition of Qualifications

- In the first VET class of the year or the first class for new students, as part of the VET student induction process, the teacher shall make students aware that any existing qualifications they possess will be recognised by the College. Trainers and assessors/teachers will remind students of this policy at the beginning of each new term.
- If a student presents a qualification to the teacher, the teacher will take a copy and bring it to the attention of the VET Administration Officer.
- The Curriculum Leader Vocational Education & Training and Careers, with the assistance of the VET Administration Officer, will if required, verify the authenticity of the qualification.
- The verified copy of the qualification will be given to the Data Secretary to enter into SDCS using the 'credit transfer' option, and will then place the copy in the student file.
- The Data Secretary will advise the Teacher that the student has been given exemption for the units of competency or modules identified in the qualification and will update the student's SDCS records accordingly. The Teacher will advise the student.

Internal Recognition of Qualifications

- St Peter Claver College will complete a mapping exercise to identify common units of competency across qualifications on the scope of registration.
- At the beginning of each year, students are identified who are doing courses where there are common units of competency, or have progressed from Certificate I to Certificate II.
- The Curriculum Leader Vocational Education & Training and Careers and the trainer and assessor/teacher meet to establish the processes for delivery and ensuring accurate data.
- This process is repeated throughout the year for students who change subjects.
- The information is entered into SDCS using the 'credit transfer' option in all instances where the student has already gained the unit of competency (i.e. the student may only once be deemed as competent).

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Replacement Qualifications

St Peter Claver College will provide replacement copies of issued qualifications to students and past students. Requests for a replacement qualification or statement of attainment (within the 30-year period) are processed as follows:

- Requests for a replacement qualifications or statements of attainment can be in writing (emails acceptable) or via telephone from the student or past student of the College.
- The request will be forwarded to the Careers Office.
- The VET Administration Officer will re-issue replacement qualifications and statements of attainment as per the original details in the register. Note: There is no cost for replacement copies.
- The replacement qualification will identify that it is a re-issued version and will include follow the template requirements listed above.
- The replacement qualification will be issued within 14 working days of receipt of written/verbal request.

USI Procedure

St Peter Claver College will:

- Assist students to apply, or apply on behalf of students for a Unique Student Identifier (USI) from the Student Identifiers Registrar (as defined in that legislation).
- Request the Student Identifiers Registrar to verify USI numbers supplied by the student prior to using it.

eMinerva Direct Web Service Applications

- Written consent from Parents and Students to apply, retrieve or verify USI's is given to the College RTO at the Year 10 SET Plan interviews.
- The Unique Student Identifier (USI) Permission Form will be completed by parents at Year 10 SETP interviews for students who are selecting VET subjects. The completed forms and ID supplied will be forwarded to the Enrolments Secretary.
- The Enrolments Secretary will use the direct web service through eMinerva to apply for a USI on behalf of students. Through this system USI's will be automatically verified and captured.
- Students who transfer into VET subjects during the school year will have their USI number generated by the Enrolments Secretary using ID information already supplied to the College.
- The USI number will be recorded against the student's name on a spreadsheet used by the Data Secretary to upload into SLIMS.
- Students will receive an email from the USI Registry confirming their USI number and providing details to finalise setup on their account.

Collect the USI

The process to collect a USI from a student who has created their own USI is as follows.

Ask the student for their:

- USI number.
- First name.
- Last name.
- Date of birth.
- Place of birth.

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Important: The details the student provides MUST match the details shown on the form of ID used to create a USI. These details are forwarded onto the Enrolments Secretary for verification.

Verify the USI

The Enrolments Secretary will verify that the USI provided is correct through eMinerva. USI Status and Verification details are recorded in the student record on eMinerva.

Report the USI

Once the USI is verified as valid, the College RTO will then use this USI when reporting to the National Data Collection.

Data Management

USI numbers are collected and stored against the student's name on a spreadsheet used by the Data Secretary for uploading into SLIMS for final VET data reporting to QCAA.

COMPLAINTS AND APPEALS POLICY

March 2015

Standard 6: Complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively.

POLICY STATEMENT

St Peter Claver College will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process. All formal complaints and appeals will be heard and decided on within 60 calendar days of receiving the written complaint or appeal. If St Peter Claver College considers more than 60 calendar days are required to process and finalise the complaint or appeal, the complainant or appellant will be informed of the reasons in writing and will be regularly updated on the progress of the matter.

If the processes fail to resolve the complaint or appeal, a review by an independent party will be provided if requested.

The designated person will maintain a secure Complaints and Appeals Register located on the College Portal (insert hyperlink) , which documents all formal complaints, appeals and their outcomes.

Any substantiated complaints, as well as the complaints and appeals policy, will be reviewed as part of the continuous improvement processes and appropriate corrective action taken to eliminate or mitigate the likelihood of reoccurrence.

The Principal of the college RTO is ultimately responsible for ensuring that the college RTO complies with the VQF. This includes the complaints and appeals policy and procedures.

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Policy Information on College Website

St Peter Claver College includes the following information on the public website:

The college as an RTO has a complaints and appeals policy specific to the RTO operations.

A complaint can be made to St Peter Claver College regarding the conduct of:

- **The college RTO, its trainers, assessors or other college RTO staff.**
- **Students of the RTO.**
- **Third parties providing services on behalf of the school RTO.**

An appeal can be made to St Peter Claver College to request a review of a decision, including assessment decisions.

St Peter Claver College will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process. All formal complaints and appeals will be heard and decided on within 60 calendar days of receiving the written complaint or appeal. If St Peter Claver College considers more than 60 calendar days are required to process and finalise the complaint or appeal, the complainant or appellant will be informed of the reasons in writing and will be regularly updated on the progress of the matter.

If the processes fail to resolve the complaint or appeal, a review by an independent party will be provided if requested.

Complaints or appeals should be directed to the Principal as CEO of the College RTO Mr Niall Coburn: niall.coburn@bne.catholic.edu.au.

Complaints Procedure

- All formal complaints must be in writing and addressed to the Principal, as CEO of the RTO.
- On receipt of a written complaint:
 - A written acknowledgement is sent to the complainant from the Principal (via admin support).
 - The complaint is forwarded to the Curriculum Leader Vocational Education & Training and Careers (RTO Manager).
 - The complaint will be entered into the RTO Complaints and Appeals Register and should be finalised as soon as possible.
- If the complaint is not finalised within 60 calendar days, the complainant is informed of the reasons in writing and regularly updated on the progress of the matter.
- The Principal and/or the Curriculum Leader Vocational Education & Training and Careers will either deal with the complaint or convene an independent panel to hear the complaint; this shall be the complaints and appeals committee.
 - The complaints committee shall not have had previous involvement with the complaint and will include representatives of:
 - The Principal.
 - The teaching staff.
 - An independent person.
- The complainant shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.

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- The relevant staff member, third party or student (as applicable) shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.
- The outcome/decision will be communicated to all parties in writing within 60 days and recorded in the RTO Complaints and Appeals Register. All paperwork pertaining to the complaint will be filed in the student files in Administration.
- If the processes fail to resolve the complaint, the individual making the complaint will have the outcome reviewed (on request) by an appropriate party independent of the RTO.
- If the complainant is still not satisfied, the principal will refer them to the QCAA website for further information about making complaints (www.qcaa.qld.edu.au/3141.html).

The root cause of any complaint will be included in the systematic monitoring and evaluation processes of the RTO so appropriate corrective action will be instigated to eliminate or mitigate the likelihood of reoccurrence.

Appeals Procedure

- All formal appeals must be in writing and addressed to the Principal, as CEO of the RTO.
- On receipt of a written appeal:
 - A written acknowledgement is sent to the appellant from the Principal (via admin support).
 - The appeal is forwarded to the Curriculum Leader Vocational Education & Training and Careers.
 - The appeal will be entered into the RTO Complaints and Appeals Register.
- If the appeal is not finalised within 60 calendar days, the appellant is informed of the reasons in writing and regularly updated on the progress of the matter.
- The Principal and/or the Curriculum Leader Vocational Education & Training and Careers will either deal with the appeal or convene an independent panel to hear the complaint; this shall be the complaints and appeals committee.
 - The appeals committee shall not have had previous involvement with the appeal, and will include representatives of:
 - The Principal.
 - The teaching staff.
 - An independent person.
- The appellant shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.
- The relevant staff member, if applicable, shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.
- The outcome/decision will be communicated to all parties in writing within 60 days and recorded in the RTO Complaints and Appeals Register. All paperwork pertaining to the appeal will be filed in the student files in Administration.
- If the processes fail to resolve the appeal, the individual making the appeal will have the outcome reviewed by an appropriate party independent of the college.
- If the appellant is still not satisfied, the principal will refer them to the QCAA website for further information about making complaints (www.qcaa.qld.edu.au/3141.html).

The root cause of any appeal will be included in the systematic monitoring and evaluation processes of St Peter Claver College so appropriate corrective action will be instigated to eliminate or mitigate the likelihood of reoccurrence.

GOVERNANCE, DATA AND ADMINISTRATION POLICY

March 2015

Standard 7: The RTO has effective governance and administration arrangements in place.

POLICY STATEMENT

The Principal of St Peter Claver College is ultimately responsible for ensuring that the college RTO complies with the VQF. This applies to all of the operations within the RTO's scope of registration as listed on the National Register.

The Principal ensures that the high managerial agent, the Curriculum Leader Vocational Education & Training and Careers is vested with sufficient authority to ensure compliance with the VQF.

Procedures in this document:

- Governance Procedure.
- Interactions with the Registering Body Procedure.
- Updating RTO Details Procedure.

Governance Procedure

The Principal

The Principal ensures compliance with all the VQF requirements by:

- Delegating responsibility and sufficient authority for day-to-day operations to the school Curriculum Leader Vocational Education & Training and Careers.
- Meeting frequently with the Curriculum Leader Vocational Education & Training and Careers to keep informed of those operations, and ensuring minutes of those are taken.
- Ensuring that any decision making at the senior management level regarding operations is explicitly informed by trainers' and assessors' experiences, and that this is documented appropriately.
- Authorising and signing the appropriate documentation, forms and report data as required by the Data Provision Requirements.
- Completing a Fit and Proper Person Requirements declaration when required.
- Completing a Chief Executive Statutory Declaration when required.
- Holding public liability insurance that covers the scope of its operations throughout the registration period.

Curriculum Leader Vocational Education & Training and Careers

The Curriculum Leader Vocational Education & Training and Careers has responsibility and authority for the day-to-day management of St Peter Claver College RTO systems including:

- Managing operation of the College's RTO status as per the high managerial agent duty statement.
- Liaising with the QCAA concerning all aspects of the college's RTO status.
- Keeping the Principal informed of all matters regarding the College's RTO status.
- Managing the systematic monitoring of the school's training and assessment strategies and practices.
- Completing a Fit and Proper Person Requirements declaration when required.

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- Reviewing the outcomes of monitoring of assessment strategies, progress of actions and ongoing compliance.
- Informing staff and clients of changes to legislative and regulatory requirements that affect services.

Interactions with the Registering Body Procedure

The Principal will ultimately be responsible for ensuring that the College RTO complies with the VQF. Interactions with the registering body (QCAA) are managed by the Curriculum Leader Vocational Education & Training and Careers.

The college RTO will cooperate with the QCAA:

- In the conduct of audits and in the monitoring of its operations.
- By providing accurate and timely data relevant to measures of its performance (including quality indicator data and SDCS data).
- By providing information about substantial changes to its operations, any event, and information about significant changes to ownership that would significantly affect the college RTO's ability to comply with these standards within 90 calendar days, which also ensures information on <http://training.gov.au> is correct - see Updating RTO Details Procedure below.
- Regarding the retention, archiving, retrieval and transfer of records.
- By providing evidence of satisfying the Fit and Proper Person Requirements and Chief Executive Statutory Declaration Requirements when necessary.
- By submitting the QCAA college RTO verification form when requested, including checking scope of registration details thoroughly to ensure they are accurate.
- By completing and submitting the annual declaration on compliance to the QCAA when requested to confirm compliance with the VQF.
- Informing the QCAA of any third party agreements via the appropriate notification form within 30 calendar days.
- Complying with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations.
- By providing any other information as requested in writing by the registering body.

Updating RTO Details Procedure

As a condition of registration, St Peter Claver College must notify the QCAA in writing of any changes to contact details and changes or events that affect the operation of the RTO.

A Curriculum Leader Vocational Education & Training and Careers change will require the completion of both a notification of change of provider details and a notification of material change or event.

Provider Details Change

The Curriculum Leader Vocational Education & Training and Careers in consultation with all relevant RTO personnel completes and submits (within 90 calendar days) the **Notification of Change of Provider Details** form to the QCAA regarding the following changes:

- Change of details for registration enquires person on training.gov.au.
- Change of public enquiries person on training.gov.au.
- Changes to any contact details.

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- Changes to permanent RTO delivery sites.

Material Change or Events

The Curriculum Leader Vocational Education & Training and Careers in consultation with all relevant RTO personnel completes and submits (within 90 calendar days) the **Notification of Material Change or Event** form to the QCAA regarding the following changes:

- A changes of Principal.
- A change of RTO Manager.
- A change to ownership or legal name.
- Significant or unexpected turnover of staff.
- Commencement or dissolution of an arrangement with another organisation to conduct training and/or assessment on the college's behalf.
- Other significant changes to RTO operation.

A change of Principal also requires the submission of a **Fit and Proper Person Requirements Statutory Declaration** and a **Chief Executive Statutory Declaration**.

Third Party Arrangements

The Curriculum Leader Vocational Education & Training and Careers, in consultation with all relevant personnel, completes and submits (within 30 calendar days) the **Notification of Third Party Arrangements** form to the QCAA regarding the following events:

- Commencement of an arrangement with another organisation to deliver services on the college RTO's behalf (i.e. a new arrangement that has not been previously reported).
- Change to reported details of an arrangement with another organisation to deliver services on the college RTO's behalf (i.e. an arrangement that has been previously reported).
- Cessation of a previously reported arrangement with another organisation to deliver services on the college RTO's behalf.

INDUSTRY ENGAGEMENT POLICY

March 2015

Standard 1: The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.

POLICY STATEMENT

St Peter Claver College has a commitment to providing a quality service with a focus on training and assessment practices that are relevant to the needs of industry and informed by industry engagement. Training and assessment strategies will be developed in consultation with industry and will be supported through the moderation and validation procedures. The College also implements a range of strategies for industry engagement and systematically uses the outcome of that industry engagement to ensure the industry relevance of training, practices, resources and skills.

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Industry Engagement Procedure

St Peter Claver College ensures all VET trainers and assessors engaged by the College for the delivery of VET qualifications and/or accredited courses meet the requirements of the AQF standards and retains evidence of this. The College also ensures that all VET trainers and assessors are given the opportunity to engage in industry activities to continue to develop their competence and use this to improve training and assessment strategies. All industry engagement is to be recorded by the Curriculum Leader Vocational Education and Training & Careers in the Industry Engagement Register saved on the portal.

Industry engagement may include but is not limited to:

- Partnering with local employers, regional/national businesses, relevant industry bodies and/or enterprise RTOs.
- Involving employer nominees in industry advisory committees and/or reference groups.
- Embedded staff within enterprises.
- Networking in an ongoing way with industry networks, peak bodies and/or employers.
- Developing networks of relevant employers and industry representatives to participate in assessment validation.
- Exchanging knowledge, staff, and/or resources with employers, networks and industry bodies.

St Peter Claver College ensures compliance with Industry Engagement by supporting all trainers/assessors with the following:

- Curriculum Leaders will support all trainers and assessors of qualifications within their departments regarding the relevant training packages, competency-based assessment, vocational competence and vocational and industry currency.
- Trainers and assessors must complete and maintain their St Peter Claver College currency documents (or staff profile or other school approved format). These documents should be updated at least twice a year and should be saved at: <https://portals.bne.catholic.edu.au/schools/spcc/staff/staffworkspaces/VETAdmin/VET Admin Docs> under 'subject area' and Staff Profiles and Certificates.
- Trainers and assessors are required to review their own currency activities related to training and assessment and vocational currency, and, through their Curriculum Leader, ask for professional development activities to enable up-skilling and maintenance of both vocational and training and assessment currency.
- Trainers and assessors are required to validate the activities they have engaged in with their Curriculum Leader and the Curriculum Leader Vocational Education and Training & Careers, in order to remain current and to continuously develop their competence.
- Trainers and assessors are required to follow St Peter Claver College's professional development policy when applying for all professional development activities, including those related to VET.

MARKETING AND ADVERTISING POLICY

March 2015

Standard 4: Accurate and accessible information about an RTO, its services and performance is available to inform prospective and current learners and clients.

POLICY STATEMENT

St Peter Claver College ensures that the marketing and advertising of AQF qualifications to prospective students is ethical, accurate, accessible and consistent with its scope of registration and includes the school's RTO provider code. All marketing material will include the code and the full title of the qualification or accredited course.

No advertising of AQF qualification to prospective students on behalf of other RTOs will be allowed without their consent. The NRT logo will be used in marketing material in accordance with its conditions of use specified in Schedule 4 of the Standards.

Marketing and Advertising Procedure

All AQF qualification marketing and advertising is managed by the Curriculum Leader - Vocational Education & Training and Careers.

- The induction program for staff includes information about how to ensure that marketing is accurate and is not misleading.
- All advertising including subject selection includes a date of publication and the following statement, 'correct at time of publication but subject to change'.
- All advertising or marketing materials are submitted to the Curriculum Leader - Vocational Education & Training and Careers for approval.
- The Curriculum Leader - Vocational Education & Training and Careers checks the mandatory requirements for the information:
 - Accurately represents their services and qualification on the scope of registration.
 - Includes the RTO code of the college RTO.
 - Includes the NRT logo in accordance to Schedule 4.
 - Includes the correct and current qualification code and title and lists the correct current units of competency that the students will be doing.
 - Identify the outside RTO if the qualification is through an outside provider (and there is a record of consent given by the outside RTO).
 - Obtained consent from any person or organisation referred to in any marketing materials;
 - VET qualification are clearly differentiated from other forms of learning.
 - identifies if the college RTO is delivering the qualification/ units of competency on behalf of another RTO (and that there is a written and signed third party agreement).
 - Does not guarantee that:
 - A student will successfully complete the qualification or units of competency.
 - A student will obtain a particular employment outcome.
 - A qualification or unit of competency can be completed in a manner that does not meet the standards.
 - Any other required information.
- The Curriculum Leader VET and Careers gives the final approval to all VET marketing and advertising, regardless of the format or the audience.

STUDENT INFORMATION POLICY

March 2015

Standard 5: Each learner is properly informed and protected.

POLICY STATEMENT

St Peter Claver College ensures that all VET students are properly informed and protected. This policy and procedure document links closely with the Marketing and advertising policy and procedure.

Through the SET plan process, the college RTO ensures that all VET students have been provided with sufficient advice and information regarding the appropriateness for them of the qualification and/or accredited courses they would like to be enrolled in (as per Standard 5.1). The advice takes into account each student's existing skills and knowledge prior to the finalisation of subject selection to ensure that students are able to make informed decisions before undertaking training in a VET qualification or accredited course.

The college RTO is committed to completing the outlined training and assessment once students have started study in their chosen qualification/s or course/s from the course start date. This includes delivery by a 3rd party on the college RTO's behalf.

The Principal (as the chief executive officer) of the college RTO is ultimately responsible for ensuring that students (and their parents/carers) are provided with the required information prior to enrolment, including the services they are to receive, their rights and obligations and the RTO's responsibilities.

The college RTO has a separate Complaints and Appeals policy and procedure.

If another person or organisation is providing student information under a third party agreement with the college RTO, the Third party arrangements policy and procedures will be applied.

Student Information Procedure

Curriculum Leader Vocational Education & Training and Careers

The Curriculum Leader Vocational Education & Training and Careers has responsibility and authority for the VET student information systems (under the delegation from the Principal) including:

- Liaising with the Principal and vocational training areas regarding student information documentation, as well as subject selection and course information.
- Responsibility for ensuring all students have been adequately informed about the appropriateness of the qualification or accredited course and whether it meets students' needs.
- Responsibility for ensuring all students have been advised regarding their rights and obligations and the RTO's responsibilities.
- Responsibility for ensuring that the information is provided in print and/or electronic copy.
- Responsibility for advising students about any changes to agreed services (including third-party arrangements).
- Ensuring that the provision of educational services is monitored to cater for student needs. This includes reviewing 'overlaps' where students are enrolled in more than one VET qualification at the college RTO or another RTO and the corresponding adjustments to the training and assessment strategies, student enrolments and scope of registration.

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Assistant Principal Curriculum (Responsible for Timetabling)

The Assistant Principal Curriculum must ensure that:

- They liaise with the Curriculum Leader Vocational Education & Training and Careers regarding all VET enrolments.
- All subject selection forms have been signed by both the student and the Parent/Carer.

Student Information

Students will receive the following information prior to enrolment on the SDCS, through the documents and/or activities given in the following table. Check the college RTO quality system calendar to see the timing of these activities.

Written Information (Print or Electronic) Provided to Students and their Parents/Carers	College RTO Document (and activity where applicable) Documents are Hyperlinked
Subject selection and enrolment procedures.	Senior Subject Selection Booklet. Year 10 SET Planning Form. VET Student Induction Checklist. School Calendar.
<ul style="list-style-type: none"> • Qualification or accredited course information, including: • Code, title, currency of qualification/accredited course (as per training.gov.au). • Code and title of the units of competency to be delivered (as per training.gov.au). • Estimated duration. • Training/assessment locations. • Mode/s of delivery. • Work placement arrangements (if required). • Obligations to the students i.e. being responsible for the quality of the training/assessment, the issuance of certification. • Entry requirements or pre-requisites (if applicable). • Student obligations related to any materials or equipment they must provide. • Requirements the student must meet to successfully complete e.g. apply for a USI, service periods, travel requirements, events or out of school hours' functions. • The student's rights if the RTO (or a third party) closes or ceases to deliver any part of the training course the student is enrolled in. • Details of the RTO's complaints and appeals process. • Third party information (if relevant) i.e. name and contact details of the third party providing the training and/or assessment, and related educational and support services. 	Senior Subject Selection Booklet VET Student Handbook VET Policies and Procedures Manual.
Fee information (if collected directly or through a third party) for each qualification prior to their enrolment in SDCS specifying: <ul style="list-style-type: none"> • Fee information (amount, terms/conditions, deposits, refunds). 	Senior Subject Selection Booklet. VET Student Handbook. VET Policies and Procedures Manual.
How VET qualifications and courses differ from other school courses and criteria-based assessment, by including:	Senior Subject Selection Booklet. VET Student Handbook.

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Written Information (Print or Electronic) Provided to Students and their Parents/Carers	College RTO Document (and activity where applicable) Documents are Hyperlinked
<ul style="list-style-type: none"> • Work-like activities. • Competency-based training and assessment. • Competency standards, which are an industry-determined specification of performance that sets out the skills, knowledge and attitudes required to operate effectively in employment. 	VET Policies and Procedures Manual.
Student support, welfare and guidance services.	VET Student Handbook. VET Policies and Procedures Manual.
Recognition of prior learning (RPL) procedures.	VET Student Handbook. VET Policies and Procedures Manual.
Recognition of Australian Qualifications Framework (AQF) credentials, and statements of attainment issued by other RTOs.	VET Student Handbook. VET Policies and Procedures Manual.
College RTO's obligations to the student in regard to providing quality training and assessment, and issuance and reissuing of AQF certification.	VET Policies and Procedures Manual.
<p>Student's rights if the college RTO or a third party delivering training on its behalf ceases to deliver any part of the qualification that a student is enrolled in. For example:</p> <p>The college RTO is committed to completing the outlined training and assessment once students have started study in their chosen qualification/s or course/s from the course start date (including delivery by a 3rd party on the college RTO's behalf).</p> <p>In the event of losing the specialist trainer, and the RTO being unable to obtain a suitable replacement or 3rd party school will not be able to continue delivery, the college RTO will, if possible, arrange for agreed training and assessment to be completed through another RTO. (Fees may be incurred.) Prior to the transfer to another RTO, affected students will be formally notified of the arrangements, and an agreement to those arrangements, including any refund of fees, will be obtained. If transfer is not possible, the RTO will gain a written agreement for a subject/course transfer from the student and parent.</p>	VET Policies and Procedures Manual.

SYSTEMATIC MONITORING AND EVALUATION POLICY

March 2015

Standard 2: The operations of the RTO are quality assured.

POLICY STATEMENT

St Peter Claver College ensures quality development, implementation, monitoring and evaluation of training and assessment strategies and practices that meet training packages and VET accredited course requirements.

The RTO is ultimately responsible for ensuring quality training and assessment within their organisation and scope of registration, regardless of any third party arrangements where training and/or assessment is delivered on their behalf. This includes where the RTO subcontracts the delivery of services to a third party and the third party further subcontracts the delivery of services, but the AQF certification documentation will be issued by the RTO. The RTO must have a written agreement with any party that delivers services on its behalf.

File location: <https://mybceatholicedu.sharepoint.com/sites/sp-spcc/staff/SchoolDocuments/Curriculum/VET/Teachers/Policy and Procedures/2017/VET Policies and Procedure Manual 11 Nov 16.docx>

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Evaluating information about performance and using such information to inform quality assurance of services and improve training and assessment is sound business and educational practice. The information used to evaluate RTO performance must be relevant to the operating characteristics and business objectives of the RTO and will vary from one RTO to another.

Systematic Monitoring and Evaluation Procedure

To be compliant with Standard 2 the RTO must meet the following:

- 2.1. The RTO ensures it complies with these Standards at all times, including where services are being delivered on its behalf. This applies to all operations of a RTO within its scope of registration.**
- 2.2. The RTO:**
 - a) systematically monitors the RTO's training and assessment strategies and practices to ensure ongoing compliance with Standard 1; and**
 - b) systematically evaluates and uses the outcomes of the evaluations to continually improve the RTO's training and assessment strategies and practices. Evaluation information includes but is not limited to quality/performance indicator data collected under Clause 7.5, validation outcomes, industry engagement outcomes, client, trainer and assessor feedback and complaints and appeals.**
- 2.3. The RTO ensures that where services are provided on its behalf by a third party the provision of those services is the subject of a written agreement.**
- 2.4. The RTO has sufficient strategies and resources to systematically monitor any services delivered on its behalf, and uses these to ensure that the services delivered comply with these Standards at all times.**

THIRD PARTY ARRANGEMENTS POLICY

March 2015

Standard 2: The operations of the RTO are quality assured.

Standard 8: The RTO cooperates with the VET Regulator at all times and is legally compliant at all times.

POLICY STATEMENT

St Peter Claver College monitors training and assessment services delivered by another Queensland school on its behalf:

- A documented agreement is in place with each school. The agreement describes the responsibilities of each school and the management strategies to be followed, including monitoring arrangements.
- St Peter Claver College negotiates the agreement with the other school and provides a copy of the agreement to the other school.
- The carrying out of the agreement is monitored by St Peter Claver College to ensure that it is being followed, and improvements are made where required.
- Improvements to arrangements for the establishment, monitoring and carrying out of agreements are shown.

St Peter Claver College is accountable for the quality of training and assessment provided on its behalf. Further details regarding RTO responsibilities are available on the St Peter Claver College duty statements.

File location: [https://mybceatholic.edu.sharepoint.com/sites/sp-spcc/staff/SchoolDocuments/Curriculum/VET/Teachers/Policy and Procedures/2017/VET Policies and Procedure Manual 11 Nov 16.docx](https://mybceatholic.edu.sharepoint.com/sites/sp-spcc/staff/SchoolDocuments/Curriculum/VET/Teachers/Policy%20and%20Procedures/2017/VET%20Policies%20and%20Procedure%20Manual%2011%20Nov%2016.docx)

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Partnership Procedure

Before drafting a partnership agreement, St Peter Claver College will ensure that principals, relevant HODs, trainers and assessors understand what is involved and an initial commitment is obtained.

The written partnership agreement will include the following:

Parties Involved

- The name, address and national provider number of St Peter Claver College.
- The name and address of the partner school that will be delivering training on behalf of the school RTO.
- The names and signatures of the principals of both schools.
- The names and contact details of the Curriculum Leader Vocational Education & Training and Careers and coordinating trainer and assessor at St Peter Claver College and their signatures.
- The names and contact details of the coordinating trainer and assessor at the partner school, and their signatures.
- Position descriptions for all positions/staff named in the partnership agreement.
- Terms of the agreement the program offered, including the relevant training package qualification (or accredited course), listing the qualification code and title as well as the relevant units of competency, listing their codes and titles.
- A clear outline regarding the services provided by the other school on the school RTO's behalf, e.g. training and/or assessment.
- A statement regarding the responsibilities of the partnering schools with regards to the student agreement and guarantee.
- A statement outlining the responsibilities of the partnering school to provide student achievement data to St Peter Claver College by a negotiated date/s each year.
- A statement outlining the responsibilities of St Peter Claver College regarding reporting and submitting student achievement data by due dates to the registering body in relation to Queensland Certificate of Education (QCE) requirements (i.e. meeting the final dates for providing results to the QSA via Registration and Banking System and to Department of Education and Training [DET] where the qualifications are registered with DET).
- A statement outlining that the partnering school must provide to St Peter Claver College trainer and assessor information to ensure AQTF requirements are met, e.g. staff profiles, copies of qualifications.
- A statement outlining management of complaints and appeals.
- Dates for the period of the agreement.
- Terms for terminating the agreement.
- Policies and procedures for monitoring the agreement including continuous improvement processes.
- Intellectual property rights of all parties to the agreement.
- Processes for dispute resolution.
- Legislation that may have an effect on the agreement (where relevant).
- A statement outlining who will be responsible for evaluating the partnership arrangements at the completion of the agreement.
- A statement outlining that the partnering school that is delivering training on behalf of St Peter Claver College has been informed of all relevant St Peter Claver College policies and procedures that must be adhered to.
- A statement outlining the responsibilities of the partnering organisation with regards to providing quality indicator data by providing achievement data and administering learner engagement surveys.
- A statement that St Peter Claver College will issue statements of attainment and qualifications under its RTO name.

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- Training and assessment a statement outlining who will be responsible for developing, monitoring and reviewing strategies for training and assessment to ensure the quality of training outcomes.
- A statement acknowledging that St Peter Claver College is always responsible for the quality of training and assessment delivered on its' behalf.
- Information to students.
- A statement regarding the marketing and promotional materials which can be used, and specifying who is responsible for monitoring this information to ensure accurate information is provided to potential clients.
- Fees related to the agreement.

On direction from the Curriculum Leader Vocational Education & Training and Careers, the VET administration officer from St Peter Claver College will file the signed partnership agreement and ensure the other school has a copy of the agreement.

Monitoring and Management

The monitoring procedures outlined in the partnership agreement may include:

- Regular meeting with agendas and minutes.
- Regular management data reports, including client feedback.
- Site visits to confirm partner practice.
- Assessment validation processes.
- Moderation of assessment decisions with the coordinating trainer and assessor.
- Reviews of the partner's training, assessment and administration.
- Sharing of professional development activities.

TRAINING AND ASSESSMENT POLICY

March 2015

Standard 1: The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses

POLICY STATEMENT

St Peter Claver College ensures training and assessment is developed in consultation with industry and will be validated through the internal review procedures and validation. These strategies will reflect the requirements of the relevant Training Package and enable each student to meet the requirements.

The school has access to the staff, facilities, equipment, training and assessment materials required to provide the training and/or assessment services within its scope of registration and scale of operations, to accommodate client numbers, client needs, delivery methods and assessment requirements.

Recognition of prior learning (RPL) is the process used to assess individuals' existing level of knowledge and skills against individual or multiple units of competencies. Students are provided with the College's RPL policy prior to enrolment in SDCS. They are made aware of the RPL application form. As part of their student induction, the process and types of evidence that can be used to support RPL applications is provided to them. RPL applications will only be considered if the College's RPL application form is used. RPL applications must be submitted to the teacher of the qualification in the first instance.

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Assessment Procedure

In developing the assessment (including RPL) for each qualification, the school will ensure:

- Compliance with the assessment guidelines from the relevant Training Package or accredited course.
- Assessment leads to a qualification or statement of attainment under the Australian Qualifications Framework (AQF).
- Assessment complies with the principles of competency-based assessment (i.e. assessment is valid, reliable, flexible and fair) and informs the student of the context and purpose of the assessment.
- The rules of evidence (valid, sufficient, current and authentic) guide the collection of evidence to support the principles of validity and reliability.
- There is a focus on the application of knowledge and skills to the standard expected in the workplace, including skills for managing work tasks, contingencies and the job environment (e.g. dress, communicating with supervisors, etc.).
- Timely and appropriate feedback is given to students.
- Assessment complies with the school's access and equity policy.

Student Selection, Enrolment and Induction Procedure

Student Selection and Enrolment Procedures

St Peter Claver College is inclusive of all students regardless of sex, race, impairment, or any other factor. Enrolment at St Peter Claver College is processed through the main office.

The Senior Education and Training (SET) Plan form is part of the SET Plan procedure in Year 10 and are processed by the Student Administration Office.

VET Student Induction Procedures

Each subject area is responsible for student induction. The college will provide student information and induction to each student before enrolment on Student Data Capture System (SDCS) for a course. Students will receive the VET Student Handbook which outlines the following information:

- VQF reference, policy statement and responsibilities.
- The VET Quality Framework (VQF).
- Student selection and enrolment procedures.
- Course information, including content and vocation outcomes.
- Fees and charges, including refund policy and exemptions (where applicable).
- Provision for language, literacy and numeracy assistance.
- Student support, welfare and guidance services.
- Flexible learning and assessment procedures.
- RTO complaints and appeals procedures.
- Disciplinary procedures.
- Staff responsibilities for access and equity.
- Recognition of prior learning (RPL).
- Credit transfer – recognition of AQF qualifications and statements issued by other RTOs.
- Significant Legislation.
- Access to records.
- Course outlines and pathways.

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Trainers and Assessors/Teachers will ensure that all students complete and sign the VET Student Induction Checklist. Completed checklists are filed in the VET subject area under VET Staff Admin on the school portal.

All students have access to reassessment on appeal.

RPL Procedure

Students with an application for RPL have access to the following procedures:

- The St Peter Claver College RPL application form must be used.
- All applications for RPL go to the teacher of the qualification in the first instance. Students will need to provide sufficient documented evidence to support their claim for recognition to their teacher e.g. resume, certificates, photos, references from supervisors, performance reviews or job descriptions.
- The RPL and its outcome will be recorded in writing in the RPL register. Trainers and assessors/teachers dealing with the RPL application will provide feedback throughout the process to the student.
- The teacher responsible for the delivery of the qualification will review the evidence provided by the student and give a written and verbal response (within 10 days of receipt of the evidence) to the student regarding whether the evidence is suitable for RPL.
- The teacher handling the RPL application will develop and assess any alternative methods of assessment required as a result of an RPL application. The student may be asked to complete practical demonstrations of their skills to support their application for RPL. Assessment methods should be fair and flexible and reflective of assessment tasks delivered as part of the training and assessment strategy.
- The teacher will update the student records if RPL is granted, following consultation with the Curriculum Leader Vocational Education & Training and Careers.
- The student will be made aware of any gaps in training as a result of the review of their application evidence.
- The student will be also made aware of the appeals procedure if they are not satisfied with the decision on their RPL application.

RPL Appeal Procedure

- A student dissatisfied with the response to the RPL application may initiate an appeal.
- The St Peter Claver College RPL appeal form must be used.
- All RPL appeal applications are go to the Curriculum Leader Vocational Education & Training and Careers.
- The Coordinator will request from the VET teacher the original RPL application, including the documented evidence that supported the student's initial claim.
- The RPL appeal and its outcome will be recorded in writing in the RPL register. The Curriculum Leader Vocational Education & Training and Careers will provide feedback throughout the appeal process to the student.
- The Curriculum Leader Vocational Education & Training and Careers will make arrangements for the student's application to be re-assessed for RPL by another subject matter expert (VET Trainer and Assessor/Teacher) NOT involved in the original assessment.
- The appeal review will be conducted within 15 days of receipt of the RPL appeal form.
- The Curriculum Leader Vocational Education & Training and Careers will forward the original RPL application and the findings of the re-assessment to the Principal to make the final decision.
- The outcome of the RPL appeal will be made available to the student.

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St Peter Claver College recognises AQF qualifications and statements of attainment issued by any other RTO and has a separate policy and procedure regarding the credit transfer process for this, as outlined in the Recognition of Qualifications Issued by Other RTOs Policy.

Transition to Training Packages/Expiry of Accredited Courses Procedure

St Peter Claver College manages the transition from superseded training packages within 12 months of their publication on the National Training Information Service, and transition from superseded accredited courses, so that it delivers only currently endorsed training packages or accredited courses.

It is the responsibility of each vocational training area within the College to plan for the transition to new/revised training packages as they are endorsed. Each vocational training area must inform the Curriculum Leader Vocational Education & Training and Careers of new qualifications and units, where required. The Curriculum Leader Vocational Education & Training and Careers will approve the new qualification and units and with the assistance of the VET Administration Officer, complete the RTO2 application and send to the registering body.

Where possible, students in existing/expiring courses/qualifications will be 'transitioned' to the new versions of those qualifications.

When this is not possible, no new students will be enrolled in the expiring qualification after 12 months from the publication date of the new training package. A six-month 'teach out' for expiring qualifications is available for continuing students.

Generally, the next cohort of students enrolling in the qualification after the training package publication date will enrol in the new training package qualifications.

Work Experience and Placement Procedure

Students may undertake different types of unpaid work experience, including sampling, work shadowing, research work experience and structured work placement. At all times, the educational value of the program for any student should be the prime consideration.

The VET Manager is responsible for ensuring that:

- Work experience is no longer than 30 days a year, except in the case of a student with a disability.
- Written consent to the arrangement is obtained from the student's parents on the Work Experience Agreement.
- Written acceptance to the arrangement is obtained from the Employer on the Work Experience Agreement.
- Only activities covered by the insurance policy are undertaken by students.
- Reasonable provision is made for a teacher or other nominated person to visit students on work experience.

The student is required to:

- Sight all forms about work experience placements.
- Coordinate and work with the Careers Office to organise the placement.
- Maintain a record of tasks demonstrated on the job.
- Attend all work placements as per the contract.

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The following requirements have been designed to minimise disruption to learning and meet the work placement requirements. As a whole, these should be followed however it is understood that dependant on the student's needs, these may change. If a student has not met the requirements, alternative learning weeks and holidays must be used to meet these.

- Certificate II in Hospitality: Students to complete placement during the alternative learning week during Year 11 - Semester 1 and Year - 12 Semester 2.
- Certificate III in Early Childhood Education and Care: Students to complete placement over a two-year period on a regular basis on a Thursday A.
- Certificate II in Skills for Work and Vocational Pathways/Certificate II in Workplace Practices: Students to complete placement on a continual basis every Thursday.

TRAINERS AND ASSESSORS POLICY

March 2015

Standard 1; The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.

POLICY STATEMENT

St Peter Claver College ensures all VET trainers and assessors engaged by the school for the delivery of VET qualifications and/or accredited courses meet the requirements of the AQF standards, and retain evidence of this for all trainers and assessors.

Trainers and assessors must be qualified, inducted, keep regular records and be given the opportunity for industry engagement and professional development to maintain currency and competency. Trainers without appropriate training and assessment qualifications work under the supervision of a qualified trainer and assessor for the delivery of the qualification, as outlined in AQF publications.

Trainer and Assessor Recruitment and Timetabling Procedure

- St Peter Claver College will ensure any advertising for VET trainers and assessors clearly outlines the position description and only recruit and timetable trainers who meet the requirements of the AQF Essential Conditions and Standards for Continuing Registration.
- In the event of losing the specialist trainer, and the RTO being unable to obtain a suitable replacement, St Peter Claver College will, if possible, arrange for agreed training and assessment to be completed through another RTO. (Fees may be incurred.) Prior to the transfer to another RTO, affected students will be formally notified of the arrangements, and an agreement to those arrangements, including any refund of fees, will be obtained. If transfer is not possible, the RTO will gain a written agreement for a subject/course transfer from the student and parent.
- All trainers and assessors must have completed a minimum of TAE40110 Certificate IV in Training and Assessment or its successor (as per Schedule 1), vocational competencies, relevant current industry skills, current knowledge and skills in vocational training and learning.

Trainer and Assessor Induction Procedure

- The Curriculum Leader Vocational Education & Training and Careers will induct all new staff to St Peter Claver College involved with the delivery of VET. The induction procedure will include VET Staff Handbook and meeting that includes the following information:

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- VET qualifications and courses offered in the school.
- RTO Quality Management System operating within the school and policies and procedures, particularly:
 - Trainers and assessors (including professional development).
 - Strategies and resources.
 - Training and assessment.
 - Student information and client services.
 - Continuous improvement.
 - Validation plan.
 - Industry engagement.
 - Records management.
- Communication procedures and VET meetings schedule.
- Duty statement.
- Industry skills councils, training packages and competency-based training and assessment.
- Roles and responsibilities of VET staff including Curriculum Leaders, Curriculum Leader Vocational Education & Training and Careers and administration.

Trainer and Assessor Records-Keeping Procedure

- Trainers and assessors must provide the Curriculum Leader Vocational Education & Training and Careers with verified copies of all qualifications, as well as hard and/or electronic copies of other information to meet the requirements of the AQF before starting delivery.
- The Curriculum Leader Vocational Education & Training and Careers will scan copies of qualifications and save at https://portals.bne.catholic.edu.au/schools/spcc/staff/staffworkspaces/VETAdmin/VET_Admin_Docs under 'subject area' and Staff Profiles and Certificates. All other documentation is also saved at the same location.
- Where trainers and assessors gain additional qualifications related to their industry area, they must provide that information to the Curriculum Leader Vocational Education & Training and Careers.
- Trainers and assessors must complete and maintain current records of their qualifications.
- Trainers and assessors must complete and maintain their St Peter Claver College currency documents (or staff profile or other school approved format). These documents should be updated at least twice a year and should be saved at https://portals.bne.catholic.edu.au/schools/spcc/staff/staffworkspaces/VETAdmin/VET_Admin_Docs under 'subject area' and Staff Profiles and Certificates).

Trainer and Assessor Continuous Development of Competencies Procedure

Trainers and assessors are required to:

- Complete and maintain their St Peter Claver College staff profile outlining their own vocational qualifications, training and assessment qualifications and currency activities in their industry area, as well as VET and training and assessment.
- Review their own currency activities related to training and assessment and vocational currency, and, through their Curriculum Leader, ask for professional development activities to enable up-skilling and maintenance of both vocational and training and assessment currency.
- Follow St Peter Claver College's professional development requirements when applying for all professional development activities, including those related to VET.
- Identify how industry placement will be of benefit to themselves and their teaching through the mapping of competencies on a Professional Development Plan.

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Whilst there is no prescription as to how trainers and assessors must maintain their currency in industry skills, each trainer will be allocated the following as a minimum dependent on teacher area/s:

- Validation – one day per year as per the validation plan. Where there are multiple teachers for a particular subject, this may work on a rotation basis.
- Industry placement – one day will be allocated during each semester. This will take place during the alternative learning week, and scheduled into the planning of that week.
- Other industry currency/engagement – excursions, expos, professional developments, conferences, conversations with other professionals/industry, professional publications, being on site for a students structured workplace learning may be used to meet currency.

On the completion of the placement, each trainer is to:

- Complete the Teacher Industry Placement Evaluation Form and submit to the Careers Office.
- Update their staff profile.
- Share expertise and experience with other teachers or administrators in the College.

Trainer and Assessor Supervision & Assessment Arrangements Procedure

Trainers working under supervision will only be used when a specialised trainer is not available and will all be determined by the Curriculum Leader Vocational Education & Training and Careers and the Curriculum Leader before the supervision is to commence. The job role of trainers working under supervision of a qualified trainer job role simply involves collecting evidence of competency.

Before the supervision is to commence, the designated Supervisor and the Trainer under supervision meet at the start of the supervision arrangement/prior to delivery to:

- Establish the terms of supervision e.g. Regular meetings, observation session.
- Discuss teaching context and current practices, including competency based training and teacher responsibilities.
- Discuss delivery strategies for all units to be delivered including:
 - Session plans.
 - Delivery or topic sequence.
 - Learning materials.
 - Assessment tools and procedures.
 - Provide input to the preparation for training.

If someone is working under the supervision arrangement, they must still complete the requirements of the Trainer and Assessor Records-Keeping Procedure and also provide the necessary documentation.

Persons delivering training under the supervision of a trainer must:

- Work under the supervision of a trainer with the TAE Certificate IV Training and Assessment.
- Hold the skill set defined in Item 4 of Schedule 1 (Enterprise Trainer Skills Set and/or Enterprise Trainer and Assessor Skill Set).
- Have direct relevant current industry skills relating to the training and assessment being provided.
- Currently hold relevant vocational competence at least to the level being delivered and assessed.

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Throughout the training period, the designated supervisor must:

- Provide regular support, guidance and monitoring.
- Observe some training sessions and provide feedback.
- Discuss teaching programs.
- Advise on dealing with challenges arising.
- Review training course at end of delivery.
- Review participant feedback and survey evaluations.
- Conduct assessment jointly
- Counter-sign record of results.