



# Trainer and Assessor Requirements Policy

**Organisation:** Australian Leading Institute of Technology (ALIT) **RTO Code:** 45156

**Quality Area:** 3 – VET Workforce **Standard:** RTO Standards 2025 – Standard 3

**Document Owner:** CEO / Director of Training **Review Cycle:** Annual **Version:** 1.0

**Effective Date:** April 2026

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## 1. Purpose

This policy establishes the minimum qualification, industry currency, and competency requirements for all trainers and assessors employed or engaged by ALIT to deliver and assess nationally recognised training.

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## 2. Scope

Applies to all trainers, assessors, guest trainers, and subcontracted delivery staff engaged by ALIT across all qualifications and skill sets on scope.

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## 3. Policy Statement

ALIT will only engage trainers and assessors who hold the required VET qualifications and who maintain current industry skills and knowledge. The quality of training and assessment delivered by ALIT is directly dependent on the competence of its workforce. ALIT complies with the RTO Standards 2025 requirements for trainer and assessor qualifications and currency.

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## 4. Qualification Requirements

### 4.1 Training and Assessment Qualification

All trainers and assessors must hold:

- **TAE40122 Certificate IV in Training and Assessment** (or the most current equivalent release), or
- A diploma or higher-level qualification in adult education

Trainers who held TAE40110 must have either upgraded to TAE40116/TAE40122 or hold the bridging units TAELLN411 and TAEASS502.

### 4.2 Vocational Qualifications

In addition to the TAE qualification, trainers and assessors must hold:

- A qualification at the same AQF level or higher than the units they are delivering/assessing, OR
- Demonstrated equivalence of competencies through extensive industry experience (documented in a skills equivalence assessment approved by the Director of Training)

### 4.3 Specific Licensing or Accreditation

Where units of competency require the trainer or assessor to hold specific licences or registration (e.g., First Aid, Working with Children, White Card), trainers must hold and maintain those requirements.

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## 5. Industry Currency

### 5.1 Definition

Industry currency means that the trainer/assessor has current knowledge and skills in the industry they are training, reflecting contemporary workplace practice.

### 5.2 Currency Requirements

All trainers and assessors must demonstrate industry currency through at least one of the following activities per year:

- Paid or voluntary work in the relevant industry (documented hours and tasks)



- Participation in industry conferences, workshops, or forums
- Completion of short courses, skill sets, or professional certifications relevant to the industry
- Membership of industry associations with evidence of engagement
- Industry site visits or employer partnership activities arranged through ALIT

Currency evidence must be documented in the trainer's Professional Development Portfolio.

### 5.3 Industry Currency Review

- The Director of Training reviews each trainer's currency evidence annually
- Where currency gaps are identified, a professional development plan is developed to address the gap within 6 months
- A trainer whose industry currency cannot be maintained must be supervised or reassigned pending resolution

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## 6. Trainer and Assessor Register

- ALIT maintains a Trainer and Assessor Register for all staff delivering or assessing training
- The register includes: full name, TAE qualification details, vocational qualifications, current licences/registrations, units mapped for delivery/assessment, and currency evidence
- The register is updated within 10 business days of any change and made available for audit on request

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## 7. Engagement of New Trainers and Assessors

Before a new trainer or assessor commences delivery, the Director of Training must:

1. Verify original qualification documents (certified copies retained on file)
2. Check working with vulnerable people/children clearances where required
3. Confirm the trainer is mapped to the correct units on the Trainer and Assessor Register
4. Complete a trainer induction covering ALIT's policies, TAS, LMS, and assessment requirements
5. Arrange supervision where required (see Supervision Policy)

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## 8. Roles and Responsibilities

Role	Responsibility
CEO	Ensure workforce compliance; approve engagement of all trainers
Director of Training	Verify qualifications; maintain register; manage PD plans
Trainers / Assessors	Maintain currency; provide evidence; complete PD requirements
Compliance Officer	Audit register currency; flag expiring qualifications/licences

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## 9. Related Documents

- Policy: Trainer and Assessor Competency and Professional Development
- Policy: Supervision of Trainers Without TAE Qualifications
- Policy: Training and Assessment Strategy (TAS) Development
- Policy: Validation of Assessment
- Policy: Industry Engagement

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## 10. Review and Approval

Version	Date	Approved By	Changes
1.0	April 2026	CEO, ALIT	Initial issue