

RTO Trainer Qualifications and Competencies Policy and Procedure

PURPOSE

The purpose of this policy and procedure is to outline Music SA's obligations and processes in respect to the employment of staff to deliver and assess nationally recognised AQF Qualifications, Skill Sets, Units of Competency and accredited Short Courses.

SCOPE

This policy and procedure applies to all staff employed by Music SA to deliver and assess Training Products on its RTO Scope of Registration.

POLICY STATEMENT

As a Registered Training Organisation, Music SA must ensure that only suitably qualified persons as identified in the Standards for Registered Training Organisations (RTOs) 2015 are engaged in the delivery and assessment of Training Products on its RTO Scope of Registration.

All Music SA Training Staff will have the Training and Assessment Credentials as listed in Schedule 1 of the Standards for Registered Training Organisations (RTOs) 2015.

All Music SA Training Staff will have the vocational competencies at least to the AQF level being delivered and assessed.

Music SA will ensure that Training Staff have the opportunity to complete at least 20 hours of professional development per year to maintain the currency of their industry skills.

Music SA will ensure that Training Staff have the opportunity to complete at least 20 hours of professional development in VET per year to maintain their currency as a highly skilled Vocational Education and Training (VET) practitioner.

DEFINITIONS

Assessor means a person who collects evidence and makes assessment judgements to confirm that an individual has the knowledge and skills required by Training Products on the RTO's Scope of Registration.

Current Industry Skills means those skills and knowledge possessed by a Trainer/Assessor that reflect current industry practice.

Formal Professional Development Activity means a professional development activity that has a resource implication for Music SA either in terms of time off normal work hours, or a financial commitment that is included in the Music SA RTO Annual Professional Development Plan and Budget

Informal Professional Development Activity means a professional development activity that a RTO Training Staff member engages in during their own time and/or at their own expense, that contributes to the maintenance/enhancement of their Training and Assessment Credentials, Vocational Competencies, Industry Skills and Vocational Training and Learning Competencies.

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DEFINITIONS CONT.

Training and Assessment Credential means a Qualification, Skill Set or Unit of Competency (or a combination of these) that is listed in Schedule 1 of the Standards for Registered Training Organisations (RTOs) 2015.

Training Product is the collective name used to describe an AQF Qualification, Skill Set, Unit of Competency or accredited Short Course.

Vocational Competencies means the knowledge and skills that have been gained by individuals through their experience in workplace settings.

Vocational Training and Learning Competencies means the knowledge and skills that relate specifically to the role of Trainer/Assessor in the Vocational Education and Training (VET) context.

REFERENCES

- Standards for Registered Training Organisations (RTOs) 2015
- Users' Guide to the Standards for Registered Training Organisations 2015

DOCUMENTS

The following documents support this policy and procedure:

- Music SA RTO Annual Professional Development Plan and Budget
- Music SA RTO Professional Development Application Form
- Music SA RTO Staff HR Files

RESPONSIBILITIES

The **Music SA Board** is responsible for:

- approving the RTO Trainer Qualifications and Competencies Policy and Procedure and all subsequent revisions; and
- approving the Music SA RTO Annual Professional Development Plan and Budget.

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RESPONSIBILITIES CONT.

The **Music SA General Manager (GM)** is responsible for:

- presenting any subsequent revisions of the RTO Trainer Qualifications and Competencies Policy and Procedure to the Music SA Board for approval
- approving an annual Music SA RTO Annual Professional Development Plan and budget after consultation with the Music SA BM and Music SA HT
- ensuring that all RTO Training Staff understand their roles and responsibilities in relation to this policy and procedure
- ensuring that only staff who are suitably qualified are employed either directly or through third party arrangements to deliver and assess Training Products on the RTO's Scope of Registration
- ensuring that all RTO Training Staff HR files contain all required documentation and are up-to-date
- ensuring that all RTO Training Staff have ongoing access to professional development opportunities to enhance their Training and Assessment Credentials, Vocational Competencies, Industry Skills and Vocational Training and Learning Competencies; and
- approving all Training Staff Professional Development Application Forms.

The **Music SA Business Manager (BM)** is responsible for:

- assisting the Music SA GM to develop an annual RTO Professional Development Plan and budget; and
- managing the approved Music SA RTO Annual Professional Development budget, and reporting on expenditure to the Music SA Board as part of established budget reporting processes.

The **Music SA Head of Training (HT)** is responsible for:

- assisting the Music SA GM and Music SA BM to develop an annual RTO Professional Development Plan and budget
- working collaboratively with the Music SA GM (or their delegate) to recruit suitably qualified personnel to deliver and assess Training Products on the RTO's Scope of Registration
- working collaboratively with the Music SA GM (or their delegate) to authenticate the documentation submitted by prospective Trainers/Assessors prior to their employment/engagement
- ensuring that Training Staff fulfill their professional development commitments as outlined in the annual RTO Professional Development Plan and budget
- recording the date(s) that scheduled professional development activities are completed and any explanatory notes (if applicable); and
- bringing to the attention of relevant parties for consideration, any additional professional development activities that would be very beneficial for RTO Staff.

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RESPONSIBILITIES CONT.

All **Music SA Training Staff (TS)** are responsible for:

- ensuring that they comply with this policy and procedure when participating in professional development activities
- completing a Professional Development Application Form for any formal professional development activities
- keeping documentary evidence of participation in informal professional development activities e.g. emails, diary/calendar notes, invoices and event invitations/tickets
- ensuring that copies of any relevant documentation associated with formal/informal professional development activities are stored in their HR files or other accessible storage medium e.g. e-Portfolio, Journal, Intranet; and
- taking personal responsibility for their own professional development in addition to that provided by Music SA.

PROCEDURES

Authentication of Documentation

- 1 As part of staff recruitment processes, Music SA GM (or their delegate) and/or the Music SA HT will ensure that all qualifications, vocational skills and industry skills claimed by prospective Trainers and Assessors are authentic, by taking one or more of the following steps:
 - viewing original qualifications, or contacting the provider named on copies of qualifications to confirm their authenticity
 - reviewing original Academic Transcripts that have been verified by a RTO Registrar
 - confirming VET studies completed by checking the Unique Student Identifier (USI) Registry; and
 - conducting referee checks to confirm relevant industry experience.
- 2 Music SA GM (or their delegate) and/or the Music SA HT will retain evidence that this verification process has occurred, by maintaining records in RTO Staff HR files.

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PROCEDURES CONT.

RTO Professional Development Plan and Budget

- 1 Music SA GM, Music SA BM and Music SA HT will work collaboratively to develop an annual RTO Professional Development Plan and budget.
- 2 Music SA GM will approve the annual RTO Professional Development Plan and budget in accordance with delegated authority.
- 3 Music SA BM will manage the approved RTO Professional Development budget and report on expenditure as part of established budget reporting processes.
- 4 Music SA HT will ensure that all scheduled professional development activities occur as planned, and record activity completion dates in the Plan, along with any explanatory notes (if applicable).
- 5 If any amendments to the annual RTO Professional Development Plan are required e.g. due to the cancellation/change of date of an activity, or inability of a staff member to participate in a scheduled activity due to illness, the Music SA HT will record all amendments and/or explanatory notes in the Plan.

Engagement in Professional Development Activities

- 1 Music SA Training Staff will participate in at least 20 hours of professional development to maintain the currency of their industry skills. This may include:
 - volunteering or working part-time in the music or other allied industry
 - visiting workplaces to experience latest techniques, processes and resources
 - undertaking accredited training relevant to the music or other allied industry
 - belonging to industry associations
 - engaging with industry e.g. through discussions with employers or attending industry networking events and conferences; and
 - reading industry journals and subscriptions.Delivering training and assessment in a workplace will not contribute to these hours.
- 2 Music SA Training Staff will participate in at least 20 hours of professional development in VET. This could include enhancing their Training and Assessment Credentials, Vocational Competencies, and/or Vocational Training and Learning Competencies.
- 3 Music SA Training Staff will keep records of all industry skills and professional development in VET activities, and store these records in their Music SA Staff HR File, or other accessible storage medium e.g. e-Portfolio, Journal or Intranet, as evidence that they have met their annual 20 hour professional development commitment.

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PROCEDURES CONT.

Engagement in Professional Development Activities Cont.

- 4 Music SA Training Staff will complete a Music SA RTO Professional Development Application Form for all formal professional development activities and submit to the Music SA GM for approval prior to making any commitments to attend. Where possible, applications will be submitted at least three weeks prior to the professional development event. Prospective applicants will discuss their proposal with the Music SA HT to confirm their initial 'in principle' support for their application prior to submitting.
- 5 Music SA GM will approve/not approve Professional Development Applications, after confirming with the Music SA HT and/or Music SA BM that the professional development activity is both recommended, and that the required resources can be made available.
- 6 Music SA GM will advise applicants as to the success of their application via email.
- 7 Music SA GM will return all approved/not approved Professional Development Application Forms to the Music SA HT to complete administrative arrangements, and to safely and securely store.

STATUS AND DETAILS

Category:	Training and Assessment
Reference Code:	MSA-RTO-POLP-TAS:5-V1.0
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