Currency of Trainer Files Policy & Procedure

**Purpose**

This policy is designed to ensure that MSA is keeping accurate and up-to-date records of trainers and assessors in line with AQTF, HESG and ASQA requirements.

The aims of this policy and procedure are to ensure that:

* Trainer files are held for each trainer.
* Trainer files contain evidence of their vocational competency as well as their training and or assessing competency.
* All trainers undertake sufficient professional development each year
* Trainer files are adequately maintained and updated annually

**Scope**

This procedure applies to all trainers and/or assessors of Nationally Recognised Training courses/qualifications.

**Actions**

When new trainers are employed a file must be created for them. This is to contain, at a minimum:

* A signed resume
* A signed qualifications and experience mapping matrix for each qualification being trained/assessed
  + When a qualification is superseded, a new mapping matrix must be completed
* A written reference or documentation of the referee check
* A Professional Development Plan
* A Professional Development Log
* Copies of vocational and training qualifications. These are to be certified copies, or the originals must have been sighted by an authorised staff member\* and the copies must be signed accordingly
* A signed consultancy agreement
* A signed Trainer Position Description
* Working With Children Check (WWCC) which is checked yearly for currency

\* Authorised staff members include the RTO Director, Courses Coordinator, Business and Professional Development Officer, Student Service Officer and Administration Officer.

The trainer file checklist in saved in each trainers personnel file (S:\MSA-SC\Admin\Trainers\Trainer Personnel Files) is to be used to ensure accurate, up-to-date records are held for all RTO trainers. The checklist is to be continuously updated throughout the year.

It is compulsory for all trainers to undertake sufficient professional development each year. This is to cover training and assessing skills/VET sector, their area of vocational competence and the HESG Skills First funding contract. Trainers are also obligated to undertake any professional development or training that may be specified by the Department of Education and Training or ASQA.

In January each year the Course Coordinator will distribute a Plan for Professional Development which trainers are required to complete and submit these forms, along with an updated signed resume and signed WWCC, in a timely manner. Failure by trainers to return satisfactorily completed forms will result in trainers not being given further teaching contracts until such time as they are returned.

Twice per year the Course Coordinator will distribute a Professional Development Log, recording all professional development activities undertaken in the previous 6 months, to all RTO trainers who are to complete and return in a timely manner.

All professional development plans and logs will be reviewed by the RTO Director/Course Coordinator and trainers will be notified if additional professional development activities are required.

Once completed, the Course Coordinator is to add these documents to the trainer files in Jobready.

Working With Children checks – in June each year the Course Coordinator is to check the currency of each trainer’s Working With Children check by logging on to <https://online.justice.vic.gov.au/wwccu/checkstatus.doj> and recording this on the WWC Check Record. Expiry dates for WWC checks are to be file noted in Jobready/Asana/Google Calendar and trainers are to be contacted prior to expiry to request an updated card.

Documentation regarding complaints, performance reviews, meetings or other such relevant matters is also to be stored in the trainer files.

Trainers may have access to the information stored on their file in accordance with the Privacy Act.

**Timelines**

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| **When** | **What** | **Who** |
| January | Professional development plan forms sent to all trainers for the coming year | Course Coordinator |
| January | Updated resumes, profiles, completed professional development plans and logs submitted | All trainers |
| February | Professional development plans reviewed and adjusted if necessary | RTO Director/ Course Coordinator |
| June | Professional development log template distributed to trainers | Course Coordinator |
| June | Professional development log for semester 1 submitted | All trainers |
| June | Check currency of all working with children checks | Course Coordinator |
| July | Professional development logs reviewed and recommendations made for Semester 2 if required | RTO Director/ Course Coordinator |
| December | Professional development log template distributed to trainers | Course Coordinator |

**Responsibility**

It is the responsibility of the RTO Director and Course Coordinator to carry out this policy.

**Review date**

31 January 2026