

Understanding Working Under Supervision

Sometimes a Registered Training Organisation (RTO) may employ a staff member with brilliant industry knowledge and experience to work with their RTO to deliver training and assessment. This is perfectly fine, however, in a situation like this, the industry experience alone is insufficient for that person to be training and assessing students.

Clause 1.17 - 1.20 - Standards for RTOs 2015

Clause 1.17 - 1.20 mandate specific requirements where an RTO, in delivering training and assessment, engages an individual who is not a trainer or assessor, the individual works under the supervision of a trainer and does not determine assessment outcomes.

- **Clause 1.17** states that where an RTO employs someone who is not a trainer and assessor, that person must: work under the supervision of a trainer, and not determine assessment outcomes.
- **Clause 1.18** states that anyone working under supervision must:
 - Also hold one of the following skill sets
 - TAESS00007 or TAESS00014 (or its successor), OR
 - TAESS00008 or TAESS00013 (or its successor), OR
 - TAESS00003 or TAESS00015 (or its successor)
 - Must have vocational competencies at least to the level being delivered
 - Must have current industry skills that are directly relevant to the training and assessment being provided.

The supervisor also has certain responsibilities, including

- Being responsible for the quality of training that is delivered
- Be accountable for the collection of assessment evidence by the person under their supervision
- Making all final decisions about assessment outcomes

- **Clause 1.19 & 1.20** - Under any supervision arrangements, the RTO ensures that the training and assessment complies with Standard 1; and must establish the level and amount of supervision required, as well as any conditions, requirements, or limits on the individual's participation in the provision of both training and the collection of evidence.

Training and Education Training Package

Clause 1.22 - 1.24 mandate specific requirements for the Training and Education Training Package. There are separate and specific requirements related to the delivery and assessment of AQF qualifications or assessor skill set from the Training and Education (TAE) Training Package. The RTO must ensure that any:

- **person working under supervision** delivering TAE Training Package qualifications or assessor skill set must not determine assessment outcomes and must hold the following as at 1 July 2019:
 - TAE40116 Certificate IV in Training and Assessment OR
 - TAE40110 Certificate IV in Training and Assessment PLUS the following units:
 - TAELLN411 Address adult language, literacy and numeracy skills (or its successor) or TAELLN401A, PLUS
 - TAEASS502 Design and develop assessment tools (or its successor) or TAEASS502A or TAEASS502B
- **supervisor of persons** delivering the TAE Training Package qualifications or assessor skill sets must hold the training and assessment qualification at least to the level being delivered, plus they must also hold certain AQF qualifications, which include one of the following:
 - TAE50111/TAE50116 Diploma of Vocational Education and Training (or its successor)
 - TAE50211/TAE50216 Diploma of Training Design and Development (or its successor)
 - A higher-level qualification in adult education

Note: This VET Fact Sheet provides general information and should not be considered as legal advice.