Trainer Skills Matrix

The Trainer Skills Matrix provides evidence of the qualifications and industry currency of trainers involved in program delivery, mapped to each unit they deliver and assess. The Trainer Skills Matrix should be updated whenever a trainer is initially allocated to deliver and assess a unit/s. Existing trainers’ allocated to a program should update their matrices at least annually to record additional industry experience, trainer qualifications changes/upgrades and relevant professional development.

Requirement (SNR 15.4)– Training and assessment is delivered by trainers and assessors who:   
• Hold the required training and assessment competencies;   
• Hold relevant vocational competencies at least to the level being delivered or assessment;   
• Can demonstrate current industry skill directly relevant to the training/assessment undertaken; and

• Continue to develop their VET Industry, Trainer/Assessor and industry currency competence.

*Read in conjunction with: VET Teacher Qualification and Competency Policy*

National Qualification and delivery details

|  |  |  |
| --- | --- | --- |
| Training Package Code and Title |  | |
| National Qualification Code and Title | |  | |
| Qualification AQF Level | |  | |
| Delivery year and semester | |  | |
| Faculty/Centre | |  | |

Note: The below tables must be completed for all nominated trainers/assessors, including those engaged by other organisations that will deliver training or assessment on the University’s behalf.

Part A: Staff Matrix – Training and Assessment Qualification

List all Trainers/Assessors in the same table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Trainer/assessor Name | Trainer/Assessor Employer: (FedUni; Contractor (C) etc. | List all Training and Assessment Qualifications held - Title and Code | Training and Assessment Qualification Date awarded (month, year) and RTO who awarded qualification | What is your role? Trainer only (T), Assessor only (A), Trainer and Assessor (TA) | Working with Children’s Check Held (Yes/No) and Expiry Date |
| Eg – Hugo Johns | FedUni | TAE40110 – Certificate IV in Training and Assessment | May 2012 | TA | Yes  16th March 2016 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Part B: Staff Matrix – Vocational Competency per Unit

A separate table must be completed per Trainer/Assessor.

### Trainer/Assessor Name: Hugo Johns (Example Only)

**This must be completed for each unit the staff member is involved in either the training or assessment of.** If the units are equivalent, the relevant pages of the Training Packages must be attached as evidence to show equivalency. If the units are not equivalent, a mapping must be provided to demonstrate how the units have been mapped to ensure vocational competency.

|  |  |  |  |
| --- | --- | --- | --- |
| National Unit Code and Title being delivered by Trainer/Assessor | Mapping of Vocational Qualifications /units – qualifications you hold | Professional Experience: dates and employer | Licences / Registrations: expiry date and licence number |
| CPCPCM2039A – Carry out interactive workplace communication | CPC32413 - Certificate III in Plumbing (CPCPCM2039A – Carry out interactive workplace communication) | Plumber 1996 – 2012  Self Employed | Victorian Building Authority Plumbing Licence – 2013. Expires October 2014. Licence number: 012014552 |
| CPCPCM2040A – Read plans and calculate plumbing quantities | CPC32413 - Certificate III in Plumbing (CPCPCM2040A – Read plans and calculate plumbing quantities) | Plumber 1996 – 2012  Self Employed | Victorian Building Authority Plumbing Licence – 2013. Expires October 2014. Licence number: 012014552 |
| CPCPCM2041A – Work effectively in the plumbing and services sector | CPC32413 - Certificate III in Plumbing (CPCPCM2041A – Work effectively in the plumbing and services sector) | Plumber 1996 – 2012  Self Employed | Victorian Building Authority Plumbing Licence – 2013. Expires October 2014. Licence number: 012014552 |

### Trainer/Assessor Name: Mia Smith (Example Only)

|  |  |  |  |
| --- | --- | --- | --- |
| National Unit Code and Title | Vocational Qualifications / units | Professional Experience | Licences / Registrations |
| BSBFIA303A – Process accounts payable and receivable | Masters of Business Administration:  BUACC5901 – Accounting and Finance | Administration Positions 1995 - 2004  Office Manager 2004 - 2010 |  |
| BSBDIV301A - Work effectively with diversity | Masters of Business Administration:  BUHRM5912 – Human Resource Management | Administration Positions 1995 - 2004  Office Manager 2004 - 2010 |  |

### Part B Continued….

### Trainer/Assessor Name:

|  |  |  |  |
| --- | --- | --- | --- |
| National Unit Code and Title | Vocational Qualifications / units | Professional Experience | Licences / Registrations |
|  |  |  |  |
|  |  |  |  |

Part C: Staff Matrix – Professional Development to ensure currency of skills and knowledge

List all Trainers/Assessors in the same table

Trainers/Assessors must be able to demonstrate vocational competency, current industry skills relevant to the training/assessment being undertaken, and current vocational education and training (VET) knowledge and skills.

**Legend:** Trainer / Assessor Competence (TA), Vocational Competence (VC), and Current VET knowledge and skills (VET)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Trainer / assessor Name | Type: Consulting, Development of Learning Resources, Employment, Conferences, Training Sessions, Networks, Industry Release, Further Qualification, work in industry etc. | | | Details of Professional Development Completed / Date Completed and new skills and knowledge acquired | | | How have you applied this knowledge/skill to your training/assessing? | | |
| TA | VC | VET | TA | VC | VET | TA | VC | VET |
| Eg – Hugo Johns | Training Session | Further Qualification | Internal staff VET enrolment information session | ‘Developing Assessment Tools and Assessment Validation’ through the VET Development Centre – March 2013 | RPL completed for CPC32413 and CPC32713 – Qualification update | Completed 21st January 2014 | Useful when developing Assessment Tools for the new Qualification | I now hold the equivalent qualification currently being delivered. | Implement new requirements for evidence of eligibility checks completed on students. |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

***Standards for NVR Registered Training Organisations (SNR) 2012 Mapping to Trainer Skills Matrix:***

15.4 Training and assessment is delivered by trainers and assessors who:

1. have the necessary training and assessment competencies as determined by the National Skills Standards Council or its successors; and
2. have the relevant vocational competencies at least to the level being delivered or assessed; and
3. can demonstrate current industry skills relevant to the training / assessment being undertaken; and
4. continue to develop their vocational education and training (VET) knowledge and skills as well as their industry currency and trainer/assessor *competence.*

***Mapping SNR to Trainer Skills Matrix:***

1. Staff Matrix – Trainer and Assessor Qualifications
2. Staff Matrix – Vocational Competency per unit
3. Staff Matrix - Professional Development completed for – Trainer/Assessor Competence (TA) or Vocational Competence (VC) or current VET knowledge and skills (VET).
4. Staff Matrix - Professional Development completed for – Trainer/Assessor Competence (TA) or Vocational Competence (VC) or current VET knowledge and skills (VET).