

POLICY: A7.1

VET PROFESSIONAL DEVELOPMENT

1.0 INTRODUCTION

1.1 Context

The Australian Institute of Management Education and Training (AIM) has an obligation under the Standards for Registered Training Organisations (RTOs) 2015 (Standards for RTOs), clauses 1.13-1.25, 1.6 and Schedule 1, to have qualified, competent and current Trainers and Assessors that have the required workplace skills and experience to confidently and competently train students.

1.2 Purpose

This policy specifies the principles for VET Trainers and Assessors, engaging in professional development to ensure the currency of their skills and knowledge in both their industry area and vocational education and training.

This policy provides a framework for the planning, approval, resourcing and review of professional development for AIM VET Trainers and Assessors. This policy should be read in conjunction with the VET Professional Development Procedure.

1.3 Scope

This policy applies to all VET academic staff, including contractors and third-party partners involved in professional development activity irrespective of employment status, location, activity or premises.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. The Executive Director AIM:

- approves the VET Professional Development Policy and associated procedures.
- approves plans and budgets relating to professional development and receives reports about professional development activities.

2. The Teaching, Learning and Assessment Committee is responsible for monitoring and making recommendations for improvements to AIM VET professional development strategies.

3. The Head of Academic Delivery VET is responsible for:

- developing strategies to support and sustain professional development, at the AIM and individual staff level.
- making appropriate support available for professional development activities.

- promoting opportunities for academic staff to engage in professional development activity.
 - organising institutional activities to support professional development.
4. The Head of Academic Delivery VET will ensure professional development activities are regularly discussed as part of a VET academic staff member's performance review and professional development plan.
 5. VET Trainers and Assessors are responsible for:
 - demonstrating a commitment to engaging in professional development activity.
 - identifying and pursuing professional development opportunities which are provided to them.
 - exploring improved industry and teaching practice developments and using that knowledge to improve their training and assessment practice.
 6. Specific responsibilities are provided in the AIM VET Professional Development Procedure.

3.0 POLICY

3.1 Principles

1. AIM is committed to ensuring that VET Trainers and Assessors have:
 - vocational competencies at least to the level being delivered and assessed
 - current industry skills directly relevant to the training and assessment being provided
 - current knowledge and skills in vocational training and learning that informs their training and assessment.
2. AIM is committed to supporting ongoing professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment.
3. All VET Trainers and Assessors are expected to engage in professional development activities that inform their training and assessment, contribute to the design and delivery of AIM courses and contribute to their industry area.

4.0 DEFINITIONS

- **Competency or vocational competencies** refers to broad industry knowledge and experience with a relevant industry qualification.
- **Currency** refers to current industry skills and knowledge that may be achieved through arrange of activities. (See the Procedure for more details)
- **Current knowledge and skills in vocational training, learning and assessment** refers to training and assessment credentials required of trainers and assessors (Clauses 1.14-1.15, Schedule 1 of the Standards for RTOs).

- **Professional Development** - a broad range of activities undertaken by academic staff such as enrolling in approved courses, reading, attendance at seminars or conferences and similar activities that improve their development as academic staff members.
- **The TAE40122 Certificate IV in Training and Assessment** is the current training and assessment credential trainers and assessors must have with variations described in Schedule 1
- **Training and assessment credentials** are those qualifications, skill sets and units of competency, or relevant combination of those qualifications, skill sets and units of competency, specified in the table at Schedule 1 of the Standards for RTOs.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Professional Development Plan
- [Standards for Registered Training Organisations \(RTOs\) 2015](#)
- Teaching and Learning Plan
- VET Professional Development Procedure

6.0 POLICY OWNERSHIP

Policy Owner	Executive Director AIM
Status	New
Approval Authority	Chief Executive Officer
Date of Approval	13 September 2022
Effective Date	26 September 2022
Implementation Owner	Executive Director AIM
Maintenance Owner	VET Compliance and Operations Manager
Review Due	11 August 2025
Content Enquiries	VET Compliance and Operations Email: Brenda.cleaver@aim.com.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A7.0	13 September 2022	VET Compliance and Operations Manager	New policy
A7.1	4 July 2024	VET Compliance and Operations Manager	Updated reference to core VET qualification to train and assess