

Training and assessing under supervision

Australian Centre for Advanced Studies

Revision 1

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To whom does this policy apply?

1. The procedures for training and assessing under supervision include the following roles:
 - a. Qualified trainer/assessor
 - b. Person under supervision (the “supervisee”)
2. This policy does not apply to student presentations or to resource people such as guest speakers, workplace mentors, and workplace supervisors.
3. The required qualifications for qualified trainers/assessors and supervisees are set by the SRTO.

Level of supervision

1. Before commencing delivery, the qualified trainer/assessor must approve:
 - a. the plans for training delivery and
 - b. the assessments.
2. During training and assessment, the qualified trainer/assessor must:
 - a. must attend in person training sessions at least monthly, and more often if the supervisor feels it necessary or advisable.
 - b. resolve any difficulties in training and assessment to ensure that the quality of training and assessment does not adversely affect students.
 - c. oversee the supervisee in collecting evidence for assessment and making assessment judgements
3. After assessment, the qualified trainer/assessor must co-sign all hard copy assessment records.
4. The qualified trainer/assessor should keep records to the standard that they are evidence of complying with this policy.
5. The qualified trainer/assessor may keep records, as evidence toward a full training qualification and professional development for the supervisee.

Documentation of compliance

Compliance with this policy will normally be documented in the internal audit report based on interviews with relevant parties and review of training and assessment documents.

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