



Trainer-Assessor/Industry Expert/Supervisor Application

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to International Horse College**

Information for Potential Trainer-Assessors, Industry Experts & Supervisor

Depending on your qualifications and industry experience, you may be approved as either a Trainer/Assessor, Industry Expert, or Supervisor. We will review the qualifications and experience you provide to determine if you meet the criteria for any of these roles. If you meet the necessary requirements, you will be notified of your approval and the specific role for which you are qualified.

Trainer/Assessor – A person who can provide training & assessment to our learners. Is allowed to make assessment judgements and determine learner's competency.

To be approved as a Trainer/Assessor for Ausintec Academy you must have:

- Current **credentials** (see page 3 & 4 for specifics) evidencing knowledge and skills in vocational training and learning that informs their training and assessment
- Vocational competencies at least to the level being delivered and assessed
- Current Equine industry skills directly relevant to the training and assessment being provided

Industry Expert - constitutes someone who has relevant specialised industry or subject matter expertise and that they must have relevant vocational competencies and current industry skills directly relevant to the training and assessment being provided. They can provide Third Party Reports. However, cannot make assessment judgements or determine learner's competency. Learners will still be required to submit videos of Practical tasks for our Trainer- Assessor's to make assessment judgements and determine learner's competency.

Supervisor (of Trainees only) – A supervisor is appropriately qualified person to supervise and train a trainee. They must be employed in the same workplace and have equal or similar working hours to your apprentice or trainee. A supervisor cannot make assessment judgements or determine learner's competency. Learners will still be required to attend IHC Practical Workshops to complete Practical task assessments

An appropriately qualified workplace supervisor for a trainee is:

1. a person who has satisfactorily completed a traineeship in the trainee's calling in Australia, and is the holder of a completion certificate issued under an Act
or
2. a person who holds a certificate of recognition issued under an Act, certifying the person has the necessary skills and knowledge in the calling
or
3. a tradesperson in the trainee's calling, as defined under a specific industrial instrument
or
4. a person who holds a relevant qualification in the traineeship calling
or
5. a person individually, or persons collectively, who has/have documented competence (achieved through an RPL or training pathway) or demonstrated competence in all the competencies the employer is required to provide training for under the trainee's training plan. (**Note:** cannot be a person or persons currently undertaking the same traineeship)
or
6. a person undertaking a traineeship, at a higher level than the trainee's, whose traineeship incorporates supervisory or coordinating skills and who has documented competence (achieved through an RPL or training pathway) in at least 1 of the competencies the employer is required to provide training for under the trainee's training plan and who is supervised by a person who qualifies under (1) and/or (4) and/or (5).

and where a worker is required to have a licence to practice the calling/occupation, the qualified person holds a current workers licence.



Trainer/Assessor Qualifications Information

Trainer and Assessor Qualifications and Currency

Ausintec Academy is committed to ensuring that all Trainers and Assessors maintain currency of their training and industry skills relevant to the Equine Industry.

We ensure that training and assessment is delivered only by staff and contractors including third parties, who have:

1. Current **credentials** (see below) evidencing knowledge and skills in vocational training and learning that informs their training and assessment
2. Vocational competencies at least to the level being delivered and assessed
3. Current industry skills directly relevant to the training and assessment being provided

Required Credentials– Trainers and Assessors

1. Personnel Delivering Training and Assessment

- have one of the training and assessment credentials outlined at section 1A, or
- be actively working towards one of the training and assessment credentials at section 1C, and work under the direction of a trainer or assessor with one of the relevant training and assessment credentials at section 1E, or
- have one of the training and assessment credentials outlined at section 1D, and work under the direction of a trainer or assessor with one of the relevant training and assessment credentials at section 1E.

1A. Training and assessment credentials

To deliver training **and** assessment without direction, including making assessment judgements, the person must hold one of the following credentials:

- TAE40122 Certificate IV in Training and Assessment or its successor,
- TAE40116 Certificate IV in Training and Assessment,
- TAE40110 Certificate IV in Training and Assessment,

‘A diploma or higher-level qualification in adult education or vocational education and training.

- A secondary teaching qualification and one of the following credentials:
 - TAESS00011 Assessor Skill Set, or
 - TAESS00019 Assessor Skill Set or its successor, or
 - TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set or its successor.

1B. Assessment only credentials

To conduct assessment **only**, including making assessment judgements, the person must hold one of the following credentials:

- TAE40122 Certificate IV in Training and Assessment or its successor,
- TAE40116 Certificate IV in Training and Assessment,
- TAE40110 Certificate IV in Training and Assessment,
- TAESS00019 Assessor Skill Set or its successor,
- TAESS00011 Assessor Skill Set,
- TAESS00001 Assessor Skill Set,
- A diploma or higher-level qualification in adult education or vocational education and training.
- A secondary teaching qualification and one of the following credentials:



- TAESS00011 Assessor Skill Set, or
- TAESS00019 Assessor Skill Set or its successor, or
- TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set or its successor.

1C. Actively working towards a training and assessment credential

A person who is actively working towards a training and assessment credential can deliver training and contribute to assessment (including conducting assessment and collecting assessment evidence), provided they work under the direction of a trainer or assessor. Working towards these qualifications does not qualify the person to make assessment judgements.

To be actively working towards a credential, the person must:

- be enrolled in and have commenced training in one of the following training and assessment credentials:
 - TAE40122 Certificate IV in Training and Assessment or its successor, or
 - TAE50122 Diploma of Vocational Education and Training or its successor, and
- be making satisfactory progress to enable the credential to be completed within two years of commencement.

1D. Training and assessment under direction

A person who holds any of the credentials listed in this section can deliver training and contribute to assessment (including conducting assessment and collecting assessment evidence), provided they work under the direction of a trainer or assessor but is not permitted to make assessment judgements.

This section applies if a person does not hold the credentials listed under 1A, which would permit them to deliver training and assessment without direction.

RTOs must ensure that the credential held by trainers and assessors in accordance with this section is relevant to their role, taking into account the nature of the VET student cohort and the delivery context.

To deliver training and conduct assessment under direction, a person must hold one of the following credentials:

- TAESS00021 Facilitation Skill Set or its successor,
- TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set or its successor,
- TAESS00030 Volunteer Trainer Delivery and Assessment Contribution Skill Set or its successor,
- TAESS00029 Volunteer Trainer Delivery Skill Set or its successor,
- TAESS00020 Workplace Trainer Skill Set or its successor,
- TAESS00028 Work Skill Instructor Skill Set or its successor,
- TAESS00022 Young Learner Delivery Skill Set or its successor,
- TAESS00015 Enterprise Trainer and Assessor Skill Set
- TAESS00003 Enterprise Trainer and Assessor Skill Set,
- TAESS00008 Enterprise Trainer – Mentoring Skill Set,
- TAESS00013 Enterprise Trainer – Mentoring Skill Set,
- TAESS00007 Enterprise Trainer – Presenting Skill Set,
- TAESS00014 Enterprise Trainer – Presenting Skill Set,
- A secondary teaching qualification.¹

¹ A person who holds only a secondary teaching qualification must deliver training and conduct assessment under direction per section 1D. To deliver training and conduct assessment without direction, the requirements under section 1A apply.

Trainer-Assessor / Industry Expert / Supervisor Details

First Name:..... Surname:

Email:..... Contact No:

Address:

State: Postcode:.....

Business Name (if employed or are an employer)

..... ABN:

Qualifications/Certificates (Copies of certificates/qualifications must be provided)

- _____
- _____
- _____
- _____
- _____
- _____

Do have your own business insurance: YES / NO

Are you an employer / trainer who is completing
this application to provide Third Party Reports: YES / NO

If YES, what is the Name of Student: _____

Current Industry Skills/ Competition Results directly relevant to the training and assessment being provided:

- _____
- _____
- _____
- _____
- _____

Current Knowledge and Skills in Vocational Training:

- _____
- _____
- _____

Before submitting, ensure you have:

- 1) Attached copies of your Qualifications/Certificate including unit/s results
- 2) Attached a copy of insurance (only applicable to contractors)
- 3) Attached a copy of Identification (e.g. Drivers License)
- 4) Attach another sheet for any additional information you would like us to know about.

Email your application & evidence to support@internationalhorsecollege.com

Signature: Date:

Mailing Address:

International Horse College
Ausintec Academy
392 Bribie Island Road,
Caboolture Queensland 4510
AUSTRALIA

www.InternationalHorseCollege.com

*(Ausintec Academy P/L)
Ausintec Academy*

*Mailing Address:-
392 Bribie Island Road,
CABOOLTURE QLD 4510
(between Brisbane & Sunshine Coast)
AUSTRALIA*

*Registered Training Organisation No:31352
Centrelink Approval No: 4P530*

*Phone within Australia (07) 3102 5498
Outside Australia + 61 7 3102 5498
Teacher@InternationalHorseCollege.com*