

Trainer Working Under Supervision Procedure

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Step	Action	Responsibility
	<ul style="list-style-type: none"> • <i>Guidelines for Trainer Under Supervision,</i> • assessment requirements to complete the Certificate IV in Training and Assessment • <i>Trainer Under Supervision Record.</i> <p>Complete the <i>Trainer Under Supervision Record</i> for each scheduled engagement.</p> <p>The supervising educator will be responsible for enabling the trainer under supervision to meet all TAE work-</p>	

Step	Action	Responsibility
	Provide evidence of successful completion of the Certificate IV Training and Assessment or other approved credentials to People and Culture and Head of Department.	

4. Supporting Documents

4.1 Legislation/Regulation

- [Standards for RTOs 2015](#)
- Standards for Registered Training Organisations Amendment (VET Workforce Support) Instrument 2024

4.2 Policy and Procedures

4.3 Related Documents

- Trainer Under Supervision Record
- Guidelines for Trainer Under Supervision

5. Definitions

All terminology used in this procedure is consistent with definitions in the CIT Definition of Terms.

In the context of this procedure the following definitions apply.

Actively working towards	Actively working towards means an individual is enrolled in, has commenced, and is making satisfactory progress toward completing a specified training and assessment credential.
Assessor	A person qualified within the meaning of the Standards for RTOs conduct assessment of nationally accredited training.
Educator	A person qualified within the meaning of the Standards for RTOs conduct training and assessment.
Trainer	Anyone who fulfils one or more activities linked to the (theoretical or practical) training function, either in an educational institution, training institution or at the workplace. Trainers prepare students for assessment. (https://www.voced.edu.au/vet-knowledge-bank-glossary-vet)
Trainer under supervision	A person who is not a trainer or assessor within the meaning of the Standards for RTOs and is working under supervision.