



# ACT Emergency Services Agency

## Trainer and Assessor Statement of Responsibilities

This statement applies to: Authorised Trainer/Assessor and Authorised Instructor

### Background

1. The ESA maintains a Registered Training Organisation (RTO) under the VET Quality Framework. Maintaining RTO registration allows the ESA to offer nationally recognised training to staff, volunteers and other external clients.
2. The ESA RTO Operating Policy (P010) sets out the requirements for nationally recognised training. This document must be read in conjunction with that policy.
3. This document applies to staff, volunteers and contractors engaged to provide training and assessment services on behalf of the ACT ESA RTO.

### Expected behaviours

4. Trainers and assessors will adopt and maintain practices which ensure high professional standards in the representation of the ESA and in the delivery of training and assessment. They will safeguard the interests and welfare of staff, students and the community.
5. All trainers and assessors will demonstrate commitment to RED principles:

<b>Respect</b>	Valuing and considering others at work
<b>Equity</b>	Ensuring that everyone is treated in a fair manner, according to their individual needs and circumstances in the workplace
<b>Diversity</b>	Recognising the value of individual differences and integrating these into the workplace. Diversity can include gender, language, ethnicity, cultural background, age, sexual orientation, religious belief and family responsibilities

6. Trainers and assessors will respect students and others' rights to privacy and maintain the confidentiality, integrity and security of all personal information entrusted to them in the normal course of their work.
7. Trainers and assessors will provide useful and clear feedback to students following each training and/or assessment event. Feedback should include advice and explanation of the elements of competency achieved and elements of competency not yet achieved.
8. As part of the feedback for candidates who are deemed 'Not Yet Competent' the assessor will provide guidance and assistance in developing proposed remedial action and expected performance outcomes.
9. Trainers and assessors will ensure students are aware of their right to appeal and provide information about the appeals process as described in the RTO Operating Policy (P010).



## Undertaking Professional Development

10. Trainers and assessors will maintain the minimum vocational training credentials regulated by the Australian Skills Quality Authority (ASQA).
11. Trainers and assessors are engaged for their expertise and experience in industry. All trainers and assessors must be able to demonstrate current vocational competencies at least to the level being delivered or assessed.
12. Trainers and assessors must participate in professional development activities in accordance with the RTO Operating Policy (P010). Each individual trainer and assessor must maintain records of their involvement in training, assessment and VET professional development activity.

## Use of training and assessment materials

13. The relevant Service has designed curricula to meet the needs of the job role and any relevant unit/s of competency or qualification. This is provided to trainers and assessors as a Training Resource Kit (TRK).
14. Trainers and assessors must deliver the entire TRK within the timeframes set out in the Training and Assessment Strategy, ensuring all students are provided with the full range or student resources.
15. Trainers and assessors must not amend or vary the content of a TRK in any way except for adding local context or making approved reasonable adjustments.
16. Any variation or reasonable adjustment must be reported to the relevant service training area as soon as practicable. Where changes to the TRK are proposed, these must be reported to ESA Training for inclusion in the Continuous Improvement Register.
17. The security of assessment tools and instruments must be maintained to ensure the integrity of assessment outcomes. Only authorised individuals will be given access to the TRK. Authorised individuals will not distribute or disseminate any part of the TRK except in accordance with the relevant Training and Assessment Strategy.
18. Requests for the release of any part of a TRK must be made in writing to the Director, ESA Training.
19. Trainer and assessors are expected to provide feedback on the TRK including suggesting improvements are necessary.
20. Where amendments to the TRK are recommended, details are recorded in the Continuous Improvement Register and action is taken according to processes outlined in RTO Operating Policy (P010).

## Assessment

21. Trainers and assessors will conduct assessment using approved assessment tools and instruments in accordance with the [Principles of Assessment](#) and Rules of Evidence.
22. Assessors must ensure that the full Dimensions of Competency are demonstrated to deem a candidate 'competent' in any nationally recognised unit of competency and/or qualification.



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## Administration

23. Trainers and assessors must complete course administration and results forms within required timeframes and according to ESA RTO document management and course administration policies.
24. Trainers and assessors will complete class attendance records fully and accurately at each session and return them promptly at the completion of each training event.

## Health, safety and wellbeing

25. Trainers and assessors (or the safety officer appointed by the service) will ensure the health, safety and wellbeing of students for the duration of the training or assessment activity.
26. Trainers and assessors will ensure a clear, documented plan is in place to mitigate any risks identified in the risk assessment for the course. Where Safe Work Method Statements exist, instructions must be followed, and students taught how to perform the task accordingly.

## Suspensions and Cancellations

27. ESA retains the right to suspend or cancel an individual's authorisation as an ESA trainer and assessor.

**Suspension** means that a person may be suspended from training or assessing for a period of time while remedial action/s are undertaken to address the reason for suspension.

**Cancellation** means the trainer has their trainer/assessor endorsement cancelled. This cancellation is to be for a fixed period at which time the person may again apply to become an authorised trainer/assessor.