

# Direct Supervision Policy

## INTRODUCTION

Surf Life Saving WA Inc. is a Registered Training Organisation (#51104) and as such, is required to ensure trainers and assessors hold the appropriate qualifications, knowledge and skills to meet the needs of the candidates, training package requirements and the RTO Standards 2015.

## POLICY

Supervision is achieved when a person delivering training on behalf of SLSWA has **regular guidance, support and direction** from a qualified trainer and assessor designated by SLSWA who monitors and is accountable for the training delivery.

In accordance with Clause 1.17-1.20 of the *Standards for RTOs 2015*, where an RTO uses a person who does not hold the required competencies as a trainer and assessor, that person needs to be supervised by a qualified trainer to maintain the quality of training and assessment.

Assessment decisions must only be made by a qualified assessor.

From 1 January 2016, persons working under supervision arrangements must hold the:

- *Enterprise Trainer Skill Set* (in either mentoring or presenting), and/or
- *Enterprise Trainer and Assessor Skill Set*.

A person without one of these skill sets is not permitted to deliver training in VET.

*(Users' Guide Standards for RTOs 2015)*

Training must only be provided by those who have current industry skills and knowledge, regardless of the training and assessment competencies held. Further, the supervising trainer and assessor is responsible for the quality of training delivered and whilst assessment decisions may be made in conjunction with the person being supervised (who may also gather some or all of the evidence), it is the supervising trainer and assessor who makes all final decisions about assessment outcomes.

## PROCEDURE

To achieve this, SLSWA will:

- Appoint a Trainer Supervisor who holds the competencies specified in Clause 1.14 of Standard 1 in the *Standards for RTOs 2015*;
- Instruct the Trainer Supervisor to be available to meet with any trainer requiring supervision as required by them to provide guidance, support and direction;
- As a minimum, on an annual basis require the trainer to participate in an Internal Audit.
- Encourage and support any supervised trainer in the development of their skills to become a qualified trainer by way of encouragement to undertake / complete the qualification specified in Items 1, 2 or 3 in Schedule 1 of the Standards for RTOs 2015.

Maintain evidence of any supervision arrangements which have been implemented within SLSWA. Supervision is recorded on the New Trainer Induction Form for the prospective trainer/assessor.