

Credential Policy

1. Purpose

This policy outlines the credential requirements for trainers and assessors delivering training and assessment at ACES. It is designed to ensure compliance with the Standards for RTOs, Outcome Standards, and Compliance Requirements.

2. Credentials for Delivery of Training and Assessment

2.1. Trainers and Assessors – General Requirements

All individuals delivering training and/or assessment (except for TAE Training Package products) must meet one of the following:

- Hold a relevant training and assessment credential, or
- Be actively working towards a credential and work under the direction of a qualified trainer/assessor, or
- Hold a relevant skill set or teaching qualification and work under direction.

2.2 Credentials to Deliver Training and Assessment Independently

- TAE40122 Certificate IV in Training and Assessment (or successor)
- TAE40116 Certificate IV in Training and Assessment
- TAE40110 Certificate IV in Training and Assessment
- Diploma or higher-level qualification in adult education or VET
- Secondary teaching qualification **plus** one of:
 - TAESS00011 Assessor Skill Set
 - TAESS00019 Assessor Skill Set (or successor)
 - TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set (or successor)

2.3 Actively Working Towards a Credential

- Must be enrolled in and have commenced TAE40122 Certificate IV in Training and Assessment (or successor) or TAE50122 Diploma of VET (or successor)
- Must make satisfactory progress to complete within two years
- Must work under direction and cannot make assessment judgements

2.4 Training and Assessment Under Direction

- May hold skill sets such as:
 - TAESS00021 Facilitation Skill Set (or successor)
 - TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set (or successor)
 - TAESS00030 Volunteer Trainer Delivery and Assessment Contribution Skill Set (or successor)
 - TAESS00029 Volunteer Trainer Delivery Skill Set (or successor)
 - TAESS00020 Workplace Trainer Skill Set (or successor)
 - TAESS00028 Work Skill Instructor Skill Set (or successor)
 - TAESS00022 Young Learner Delivery Skill Set (or successor)
 - TAESS00015/00003/00008/00013/00007/00014 Enterprise Trainer Skill Sets
 - Secondary teaching qualification

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2.5 Providing Direction

- Person providing direction must hold:
 - TAE40122/40116/40110 Certificate IV in Training and Assessment
 - Diploma or higher-level qualification in adult education or VET
 - Secondary teaching qualification **plus** one of the relevant Assessor Skill Sets listed above

3. Credentials for TAE Training Package Delivery

3.1. Delivery of TAE Training and Assessment

- Must hold the qualification/skill set at least to the level being delivered.
- To deliver TAE40122 Certificate IV in Training and Assessment (or successor) or TAESS00019 Assessor Skill Set (or successor), must hold:
 - TAE50122/50116/50111 Diploma of VET
 - TAE50216/50211 Diploma of Training Design and Development
 - Higher-level qualification in adult education or VET

3.2. Delivery Under Direction (TAE Training Package)

- May deliver under direction if holding:
 - TAE40122/40116/40110 Certificate IV in Training and Assessment
 - Secondary teaching qualification **plus** relevant Assessor Skill Set
- Must be directed by a person with a relevant Diploma or higher-level qualification

3.3. Providing Direction (TAE Training Package)

- Must hold:
 - TAE50122/50116/50111 Diploma of VET
 - TAE50216/50211 Diploma of Training Design and Development
 - Diploma or higher-level qualification in adult education or VET

4. Credentials for Validation of Assessment

4.1. Validation of Assessment (non-TAE Products)

- At least one validator must have:
 - TAE40122/40116/40110 Certificate IV in Training and Assessment
 - Diploma or higher-level qualification in adult education or VET
 - Secondary teaching qualification **plus** TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set (or successor)
 - TAESS00019/00011/00001 Assessor Skill Set (or successor)

4.2. Validation of Assessment (TAE Products)

- At least one validator must hold an AQF qualification or skill set at least to the level being validated

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5. Glossary and Definitions

- **Actively working towards:** Enrolled and commenced, making satisfactory progress to complete within two years
- **Direction:** Oversight, guidance, and quality assurance by a fully qualified trainer/assessor
- **Diploma or higher-level qualification in adult education or VET:** AQF level 5 or higher, focus on training/assessing adults, relevant to VET and competency-based training

6. Policy Review and Compliance

- This policy will be reviewed annually or as required by changes to the Standards for RTOs or ASQA requirements.
- Non-compliance with this policy may result in disciplinary action and/or reporting to ASQA.

This policy was last updated: 8th March 2025

Signature:



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