

Kaplan Professional VET Workforce Policy

Vocational Education

Scope

This policy applies to all staff employed by Kaplan Education Pty Ltd trading as Kaplan Professional (referred to as 'Kaplan Professional'), including Employees and industry practitioners employed as Contractors.

Purpose

The purpose of this policy is to maintain compliance with the Outcome Standards for RTOs 2025 (Standards 3.1 to 3.3) and the Credential Policy 2025. All training and assessment services are delivered by qualified professionals with current industry, training and assessment knowledge.

Definitions

The following definitions are applicable to this Policy.

Actively working towards	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.
AQF	Australian Qualifications Framework
Assessor	The person who conducts the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course. This person must hold the required credentials to assess competency outcomes.
Credential Policy 2025	The national policy outlining the required qualifications and competencies for trainers, assessors, and other experts.
Contractors	People who work for Kaplan Professional under a Contractor Agreement, for example a Practitioner Agreement.
Diploma or higher-level qualification in adult education or vocational education and training	Means a qualification that satisfies AQF requirements at Level 5 or higher, with a focus on training and assessing adults and relevance to delivery and assessment of VET and competency-based training and assessment. The qualification does not need to include the words 'adult education' or 'vocational education and training' in the title, however units completed within the qualification need to demonstrate the skills and knowledge required to train adults and teach VET. The academic transcript or record of results for the qualification will provide the evidence to demonstrate this.
Direction	Includes an individual providing oversight, guidance and quality assurance to ensure the quality of training and assessment being delivered by another individual when the individual is in the process of completing a trainer/assessor qualification or skill set in the Credential Policy.
Employees	Kaplan Professional internal staff who work under an Employee Contract.
Expert	A subject matter or industry expert engaged to support training or assessment under the Direction of a qualified trainer/assessor.
OnTrack	Kaplan Professional's proprietary professional development platform used to curate, distribute and record an individual's professional development. Required for Contractors under a Practitioner Agreement.

Practitioner	Kaplan Professional's trainers and/or assessors who are independent contractors. These may include trainers, tutors and assessors.
Practitioner Agreement	Engagement of a Practitioner as an independent contractor to provide contracted services to Kaplan Professional as a VET trainer and/or assessor. Practitioner Agreements may also include Higher Education or a combination.
Practitioner Competency Mapping	The mapping and evidence to demonstrate the currency and competency of a trainer/assessor.
Professional Development (PD)	Activities that develop and/or maintain an individual's skills, knowledge and expertise as a trainer or assessor and industry.
AQF Qualification	A qualification endorsed in a training package or accredited in a VET accredited course.
Quality Review (QR)	Means a formal review of practitioner competency mapping and the supporting evidence of Kaplan Professional practitioners working in vocational education. The QR determines whether the trainer/assessor is current and competent, and whether their skills and knowledge are fit for purpose for the VE courses they train/assess. QRs are conducted at least annually.
Standards for RTOs 2025	Means the standards made under subsection 185(1) of the National Vocational Education and Training Regulator Act 2011 (Cth). From 1 July 2025 the following three parts will be required by all VET providers: <ul style="list-style-type: none"> • Outcome Standards for RTOs 2025 • Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements 2025 • Credential Policy 2025.
Skill set	Means a single unit of competency or a combination of units of competency from a training package that link to a licensing or regulatory requirement, or a defined industry need.
Subject Matter Expert (SME)	Means an industry expert who has relevant specialised industry or subject matter expertise who is engaged by the RTO on the basis of that expertise. SMEs must have relevant vocational competencies and current industry skills directly relevant to the training and assessment being provided.
Trainer	The person who facilitates learning and the acquisition of competencies in relation to the training product on the RTO's scope of registration. Kaplan Professional trainers include: <ul style="list-style-type: none"> • Forum Tutors who are SMEs and a type of Trainer. The forum tutor provides responses to questions from students within one business day in an online forum. • Live Tutors who are SMEs and a type of Trainer. The live tutor facilitates live online sessions (webinars) for students where questions can be answered immediately. • Workshop Facilitators who are a type of Trainer who conducts workshops in webinars or face-to-face for clients who have engaged Kaplan Professional to provide additional support beyond the online learning environment.
Verification	The process of practitioner competency mapping includes checking the authenticity of the Trainer/Assessor's: <ul style="list-style-type: none"> • qualifications, skill sets and units achieved • vocational competencies • current industry skills. <p>Methods of verification may include VET Authenticated Transcripts (USI Transcripts), checking with the education provider that issued the qualification, referees and online membership verification tools.</p>
VET	Vocational Education and Training

Policy Statement

Employees

Kaplan Professional ensures that its Employees are appropriately resourced and supported by:

- by maintaining an appropriate number of internal Employees to deliver all its services offered.
- by facilitating access to ongoing PD opportunities for all Employees to enhance performance in their roles. See the Guiding procedures for more information on Kaplan Professional's requirements with PD for Employees.
- by having systems that align workforce capability with the services being delivered and that regularly monitor and support staff performance.

Employees undergo a vetting process at recruitment and have professional development plans as part of their job roles.

Contractors

Kaplan Professional may engage Contractors who are Trainers and Assessors and SMEs known as Practitioners. Practitioners typically work within industry on an ongoing basis and hold the relevant qualifications.

Kaplan Professional is committed to ensuring that all Training and Assessment is delivered by individuals who are appropriately qualified, skilled, and current in industry. The organisation will ensure the workforce is sufficiently resourced and supported through continuous PD. All staff must comply with the Outcome Standards for RTOs 2025 and trainers/assessors also must comply with the Credential Policy 2025.

Right to Disconnect

Kaplan Professional Employees have the right to disconnect outside of their working hours (Fair Work Amendment (Right to Disconnect) Act 2024). However, the right to disconnect does not apply to Contractors.

Management of the VET workforce

Management of Employees

As a dual provider of Vocational Education and Higher Education, Kaplan Professional has a workforce model where teams are skilled in the provision of both VET and Higher Education.

Senior management and team managers can use data to inform operational decisions relating to delivery and assessment, including monitoring staffing need for internal Employees and Contractors.

Management of Contracted Practitioners

Qualifications and Experience

Kaplan Professional must ensure that Trainers and Assessors are only engaged who hold the appropriate credentials specified in the Credential Policy 2025. All individuals who train and assess must hold as a minimum the Trainer and Assessor qualifications, as listed in the Credentials Policy 2025. See Appendix 1 for more information.

If only assessing, a person must hold one of the assessor qualifications or skill set options listed in the Credentials Policy 2025. Assessment decisions must only be made by a qualified assessor. See Appendix 1 for more information.

In addition to the above, all Trainers and Assessors will have:

- industry competencies, skills and knowledge that are relevant to, and at least to the level of, the training product being delivered or assessed by the person
- Note that competencies in industry can be demonstrated by a range of evidence if the individual does not hold the current units of competency.
- maintain an understanding of current industry practices relevant to the training or assessment being delivered by the person.
- current industry skills relevant to the vocational area of training and assessing.

Kaplan Professional ensures all Trainers/Assessors undertake PD to maintain current skills and knowledge:

- in their industry sector, and
- in Training and Assessment, including skills and knowledge relating to engaging and supporting VET students and working with units of competency.

If training packages impose additional requirements on Trainers and Assessors, Kaplan Professional will ensure that those requirements are met.

Kaplan Professional may, at its discretion, require that Trainers and Assessors hold relevant AQF qualifications or units, or demonstrate additional skills and experience, in addition to the minimum mandatory requirements specified above.

Approved Credentials and ‘Direction’

Kaplan Professional only engages Practitioners who hold a designated Trainer Assessor credential.

If Kaplan Professional seeks to engage a Practitioner who does not possess the relevant approved Trainer or Assessor qualification or skill set, then approval of Kaplan Legal is required and if approval is given, Kaplan Professional must follow the Direction requirements under the Outcome Standards for RTOs 2025 and the Credential Policy 2025 including credential requirements for those who provide ‘Direction’ to Trainers/Assessors. Evidence of Direction would be required if Practitioners require monitoring towards completion of a Trainer/Assessor qualification or skill set.

Verification

The process of Verification in Practitioner competency mapping includes checking the authenticity of the Trainers and Assessors:

- qualifications, skill sets and units achieved
- vocational competencies
- current industry skills.

Methods of Verification may include VET Authenticated Transcripts (USI Transcripts), confirmation from issuing education provider, referees and other reference points.

Before engaging a Practitioner, Kaplan Professional must obtain and maintain on file for audit purposes the following:

- Verification of required qualification(s), skill set(s), or unit(s) to ensure the qualifications are not fraudulent, in accordance with Outcomes Standards for RTOs 2025 Standard 3.2.2.c and the Credential Policy 2025:
 - The RTO will verify the qualification, skill set or unit(s) with the Unique Student Identifier (USI) Registry, with the permission of the Practitioner.
 - If the qualification, skill set or unit(s) are not available on the USI Portal, the RTO may verify by contacting the relevant education provider(s), or through a qualification verification platform, with the permission of the Practitioner.
 - Certified copies alone are sufficient for verification purposes.

Kaplan Professional will verify that there is sufficient evidence that the Practitioner:

- possesses vocational competencies at least to the level being delivered and assessed, for each unit of competency being delivered and assessed. This may be by the individual supplying copies of equivalent vocational qualifications or units of competency held, or through a process as determined by Kaplan Professional, which demonstrates the individual possesses the competencies.
- has current industry knowledge. Examples may include references for recent job roles, current industry association membership, current industry licenses and/or supporting evidence for specific units of competency.
- undertakes activities, such as Professional Development, to maintain and improve their vocational education and training knowledge and skills.

Monitoring Practitioner currency and competency

Kaplan Professional will apply the following arrangements:

- A system and processes to regularly monitor the ongoing compliance of individual Practitioners.
- Evidence of currency and competency that is updated at least annually including a current CV. Updates may include a change in job role, an upgraded qualification or specific units, an industry licence update for the next 12 months, other supporting evidence and/or a Professional Development plan.
- A completed Practitioner Competency Mapping template with accompanying evidence that demonstrates and approves currency and competency. Sufficient evidence to demonstrate that Kaplan Professional has taken reasonable steps to verify claimed qualifications, experience, skills and currency.
- Information about the qualifications and units of competency that the individual can train and assess, and for which they meet regulatory requirements.
- A process to not engage, or not continue to engage, any individual who does not meet and maintain mandatory regulatory requirements as outlined above.
- A process to monitor RTO Standards and training package requirements to ensure that all individuals engaged in training and assessing do meet and continue to meet these requirements.
- Kaplan Professional may, at its discretion, provide and offer Trainers, Assessors and other staff, PD activities beyond their core role.

Delivering Training and Assessment Training Package qualifications

If Kaplan Professional should at any stage add qualifications or units of competency from the Training and Education Training Package to its scope of registration, it must ensure that Practitioners engaged to train and assess in that field meet the requirements as specified in Appendix 1 as in the Credential Policy 2025.

Managing Contractors who are not trainers or assessors

Kaplan Professional may engage Practitioners other than Trainers and Assessors who contribute to the development of training, assessment, and other learning support materials, such as instructional designers, writers and subject matter experts. When engaging such individuals, Kaplan Professional will review their qualifications, skills and experience deemed necessary for the role and decide on that basis.

Kaplan Professional must take all reasonable steps to verify and validate individuals' claimed qualifications, experience, and skills, and keep appropriate records on file.

Specialised SMEs (experts) for training and assessment

Where Kaplan Professional engages Experts for the purposes of delivering training, it does so:

- by reference to the requirements of the training product or the specific VET student cohort; and
- in response to a specific need for the expert to be engaged.

When engaging such individuals, Kaplan Professional will review the qualifications, skills and experience it deems necessary for the role, and engage individuals on that basis.

Kaplan Professional must take all reasonable steps to verify and validate individuals' claimed qualifications, experience, and skills, and keep appropriate records on file.

When Kaplan Professional engages Experts for Training and Assessment:

- it must have a system for ensuring that industry or subject matter expertise is directly relevant to the Training Product they are delivering
- Experts are only authorised to work under the Direction of a person with the appropriate credentials to provide Direction on the delivery of training and assessment, as specified in the Credential Policy 2025
- where the Expert is involved in assessment judgement – they may conduct the assessment alongside the trainer or assessor.
- The Expert under Direction must not make assessment decisions.

SMEs may be used to impart their skills and assist qualified VET Practitioners in the delivery of Training and Assessment. However, a qualified Trainer/Assessor must be present and must make all final assessment decisions.

At the time of writing, Kaplan Professional does not use industry Experts for delivering training and for assessment.

Guiding procedures

The guiding procedures are the responsibility of the Head of Academic Engagement and Operations (or delegate) to ensure there is an annual cycle of maintenance of the currency and competency of Vocational Education Trainers and Assessors.

Employees - PD

1. Team managers are responsible for ensuring that their team complete a minimum of two (2) hours of PD which is relevant to the VE component of their job roles and maintaining a Register of PD for their team.
2. VET PD should focus on the provision of quality VET services and is different to industry PD.
3. Internal staff PD registers should be reviewed annually.
4. Some examples of relevant VET PD may include and are not limited to:
 - Internal training on the Standards for RTOs 2025
 - Under 18 annual refresher training
 - Team meetings about applying the Standards for RTOs 2025
 - Training on revised policies and revised processes
 - Product training for new/revised VE training products
 - VELG training (free or discounted) through Kaplan Professional's Corporate Membership
 - VE CEO Quarterly Update.

Note: If an Employee is also a Trainer or Assessor, they must meet the requirements below for a trainer/assessor.

Contractors - Trainer/Assessor (Practitioner) Recruitment and Engagement

1. Using the HR recruitment process, Kaplan Professional will source Practitioners who have:
 - Required formal qualifications for the role
 - Vocational competencies at least to the level being delivered and assessed
 - Current industry understanding including skills relevant to the training and assessment being provided and
 - Current knowledge and skills in VET to inform their training and assessment.
2. The Practitioner Relationship Manager:
 - Requests HR and IT set up including background and verification checks.
 - Issues the Practitioner Agreement and files the signed copy.
3. Prior to commencement of duties, the Practitioner must receive:
 - A Statement of Work; including tasks required, Service Level Agreements (SLA's) and remuneration.
 - A Training and Assessment Strategy for every course the Practitioner will train, tutor and/or assess.
 - System access and role training.
 - Subscription to Kaplan Professional's corporate VELG account for VET PD.
 - Subscription to the Kaplan Professional Ontrack platform to access and record PD (where relevant).
 - Induction and periodic reviews with the Practitioner Relationship Manager.

Contractors - Trainer/Assessor currency and competency

1. Kaplan Professional requires all Trainers/Assessors (Practitioners) to undertake PD in their Industry and Trainer and Assessor competence including:
 - The minimum '*understanding of current industry practice*'
 - Skills and knowledge relating to engaging and supporting VE students.

Best practice may include:

- Working in industry.
- Practical work placement or experience in either a paid or volunteer capacity.
- Competency based training and assessment to update industry qualifications
- Working on a continuous development plan.
- Participation in networks, communities of practice or mentoring activities.
- Workshop, seminar and conference participation.
- Reading industry journals with notes about what has been learnt.
- Participation in projects with industry.
- Induction programs.
- Reviewing of training packages and/or accredited courses.
- Reviewing data from learners/stakeholders.
- Studying information from regulatory bodies.
- Shadowing or working closely with other Trainers and Assessors.

Trainers and Assessors may not use training and assessing work as VET PD evidence.

2. Trainers and Assessors are required to complete the following PD annually:
 - 10 hours of industry PD.
 - 10 hours of VET PD for VET only Trainers and Assessors.

Practitioners who are engaged by Kaplan Professional for both Higher Education (HE) and VET, the requirement is 5 hours of VET PD and 5 hours of HE PD.

3. To support this PD requirement, Kaplan Professional provides:
 - Complimentary VELG corporate membership for VET PD.
 - Complimentary Kaplan Professional OnTrack subscription for Industry PD.
 - Bi-annual reminders of PD obligations.
 - A regular review.
4. Evidence of PD is required as part of an annual review to verify adequate industry and vocational PD activities. Kaplan Professional reserves the right to request evidence PD at any time. Kaplan Professional will assist Practitioners to determine what PD is required to cover any gaps.
5. Kaplan Professional will verify all evidence as indicated in the section on *Verification*.

Practitioners will generally be required to fund their own PD activities, however, on a case-by-case basis (where available), Kaplan Professional may provide access to internal PD opportunities at no cost to the Practitioner.

The PD records for each Practitioner will be recorded as supporting evidence for their Competency Mapping.

Contractors - Practitioner Agreement Renewal Process

A Practitioner Agreement review includes checking:

- Currency of licensees, scope of advice and bans/disciplinary notifications
- The past year's VET PD and Industry PD.
- Trainer Assessor qualifications continue to meet minimum requirements for the Credential Policy.
- Verification of any new qualifications, USI transcript, CV and supporting documentation.
- Discussing Practitioner questions for the Practitioner Relationship Manager.
- Competency mapping coverage of units for training and assessment.
- Currency of Practitioner Agreement template.
- Practitioner competency mapping and supporting evidence stored with version control.

Contractors - Practitioner Record review

Practitioner Records need to be reviewed at the following times:

- Practitioner recruitment and engagement
- Practitioner Agreement renewal process
- Transition to a new qualification, skill set or unit to maintain their currency and competency.
- Periodic meetings of the Practitioner with the Practitioner Relationship Manager.

The Practitioner may only train, tutor or assess if their Practitioner records are approved in the Practitioner Competency Mapping by the Practitioner Relationship Manager and by the Quality Regulation and Standards team.

If after a review of their practitioner records, the Practitioner Relationship Manager decides to not approve the Practitioner Competency Mapping, the options are:

- Performance management to bring the Practitioner Records back to compliance
- Termination of the Practitioner Agreement.

Storage and Backup of Records

The Compliance Standards for RTOs 2025 state that Kaplan Professional must cooperate with the regulator (ASQA), by complying with requests for information and data. For Trainer/Assessor records, Kaplan Professional must:

1. Maintain current Trainer/Assessor records for the duration of the Practitioner's employment and archive two years after employment ceases.
2. Clearly identify electronically archived Practitioner evidence including all AQF certification documentation
3. Set up on-site and off-site daily backup systems of all current and archived electronic data.
4. Retain Kaplan Professional financial records, as required by legislation by the Finance team.

Relevant Legislation

As a registered training organisation, Kaplan Professional operates under various laws and regulations. Policies and procedures are in place to ensure compliance with such laws. Below, please find the most relevant legislation which apply to this policy:

- Outcome Standards for RTOs 2025
- Compliance Standards for RTOs 2025
- Credential Policy 2025.

Related Policies

This policy should be read in conjunction with the following Kaplan policies and documents:

- Assessment Policy
- Privacy Policy
- Training Product Transition Policy.

Complaints and Appeals

Students who are dissatisfied with the application of this Policy, or who wish to appeal a decision made by Kaplan, may refer to the Grievances, Complaints and Appeals Policy (available on Kaplan Professional's website) for information regarding their options.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Policy Category	Academic and Compliance			
Responsible Officers	For Employees:	Chief Executive Officer		
	For Contracted practitioners:	Head of Academic Operations and Engagement		
Implementation Officers	For Employees:	All team managers		
	For Contracted practitioners:	Practitioner Relationship Manager		
Review Date	June 2028			
Approved by				
Policy Committee				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
4.0	Quality Regulations and Standards team	Revision to reflect procedure and actions following a review of Practitioner Competency Mapping	17.02.2022	28.02.2022
5.0	Quality Regulations and Standards team	Revision to include Definitions and changes to the RTO Standards 2015 on 1 Mar 24 with detail in Appendix 1.	30.9.2024	4.10.2024
6.0	Quality Regulations and Standards team	Update with Standards for RTOs 2025 including both Employees and Contractors in the VET Workforce. Changed name of policy from ‘Trainer, Tutor & Assessor Policy’ to ‘VET Workforce Policy’.	3.07.2025	14.07.2025

Appendix 1: Trainer assessor credentials from the Credential Policy 2025

Where Kaplan Professional uses different terminology, it is noted below.

The role requirements for validation are in the Assessment Validation and Fit for Purpose Policy.

Role	Trainer and Assessor Qualifications or Skill Sets	Trainer and Assessor workplace skills	Trainer and Assessor PD	Industry Competencies	Industry skills in the last 2 to 3 years	Industry PD
1A Trainer and Assessor (without Direction – may make assessment judgements)	<ul style="list-style-type: none"> TAE40122 Certificate IV in Training and Assessment or its successor Or TAE40116 Certificate IV in Training and Assessment Or TAE40110 Certificate IV in Training and Assessment: Note: TAELLN411 and TAEASS502 are no longer required with this qualification from 1 July 2025. Or diploma or higher-level qualification in adult education or vocational education and training A secondary teaching qualification and one of the following credentials: <ul style="list-style-type: none"> 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. 	Yes	Yes	To level being delivered	Yes	Yes
1B Assessor Only (without Direction – may make assessment judgements)	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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. 	Yes	Yes	To level being delivered	Yes	Yes

Role	Trainer and Assessor Qualifications or Skill Sets	Trainer and Assessor workplace skills	Trainer and Assessor PD	Industry Competencies	Industry skills in the last 2 to 3 years	Industry PD
1C Actively working towards a trainer assessor credential (under Direction – no assessment judgements)	Be enrolled in and have commenced training in one of the following training and assessment credentials: <ul style="list-style-type: none"> 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. 	Started under Direction	Started under Direction	To level being delivered	Yes	Yes
	Note: Assessment decisions may only be made by a qualified assessor. A qualified assessor may make assessment decisions in conjunction with the person being directed, who may gather some or all of the relevant evidence. The trainer and assessor who provides Direction is responsible for the quality of training delivered and makes all final decisions about assessment outcomes.					
	Note: Kaplan Professional requires all new Practitioners to hold a Trainer/Assessor qualification, so this section does not apply.					
1D Training and assessment (under Direction – no assessment judgements)	<ul style="list-style-type: none"> 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. 	Started under Direction	Started under Direction	To level being delivered	Yes	Yes

Role	Trainer and Assessor Qualifications or Skill Sets	Trainer and Assessor workplace skills	Trainer and Assessor PD	Industry Competencies	Industry skills in the last 2 to 3 years	Industry PD
1E Providing Direction in the delivery of training and assessment qualifications (under Direction – no assessment judgements)	<ul style="list-style-type: none"> 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 secondary teaching qualification and one of the following credentials: <ul style="list-style-type: none"> 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, A diploma or higher-level qualification in adult education or vocational education and training. 	Yes	Yes	To the level being delivered	Yes	Yes
	Note: Trainers and assessors delivering any qualification or skill set from the TAE Training Package other than the Certificate IV in Training and Assessment or any assessor skill set or Teacher Enhancement skill set must hold a TAE training product at least to the level being delivered.					
	Note: Kaplan Professional only employs trainers/assessors with a credential in the Credential Policy, so this section does not apply.					
2 Delivery of training and assessment qualifications (under Direction of person with 2C credential – no assessment judgments)	<ul style="list-style-type: none"> hold one of the training and assessment credentials outlined at section 2A, or hold one of the training and assessment credentials outlined in section 2B and work under the Direction of a trainer or assessor with one of the relevant training and assessment credentials at section 2C. 	Yes	Yes	To the level being delivered	Yes	Yes
	Note: Kaplan Professional does not have Trainer/Assessor units on scope, so this section does not apply.					
	<ul style="list-style-type: none"> TAE50122 Diploma of Vocational Education and Training or its successor, TAE50116 Diploma of Vocational Education and Training, TAE50111 Diploma of Vocational Education and Training, 	Started under Direction	Started under Direction	To level being delivered	Yes	Yes

Role	Trainer and Assessor Qualifications or Skill Sets	Trainer and Assessor workplace skills	Trainer and Assessor PD	Industry Competencies	Industry skills in the last 2 to 3 years	Industry PD
2A Delivery of TAE40122 or its successor or TAESS00019 (no Direction – may make assessment judgements)	<ul style="list-style-type: none"> TAE50216 Diploma of Training Design and Development, TAE50211 Diploma of Training Design and Development, or A higher-level qualification in adult education or vocational education and training. 					
	Note: Kaplan Professional does not have Trainer/Assessor units on scope, so this section does not apply.					
2B Delivery of TAE40122 or its successor or TAESS00019 or its successor or TAESS00024 or its successor (under Direction – no assessment judgements)	<ul style="list-style-type: none"> 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 secondary teaching qualification and one of the following credentials: <ul style="list-style-type: none"> 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.	Started under Direction	Started under Direction	To level being delivered	Yes	Yes
	Note: Kaplan Professional does not have Trainer/Assessor units on scope, so this section does not apply.					
2C Providing Direction on delivery of TAE training package	<ul style="list-style-type: none"> TAE50122 Diploma of Vocational Education and Training or its successor, TAE50116 Diploma of Vocational Education and Training, TAE50111 Diploma of Vocational Education and Training, TAE50216 Diploma of Training Design and Development, TAE50211 Diploma of Training Design and Development, or A diploma or higher-level qualification in adult education or vocational education and training. 	Yes	Yes	To the level being delivered	Yes	Yes
	Note: Kaplan Professional does not have Trainer/Assessor units on scope, so this section does not apply.					