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	• records all credentials • records development activities contributing to industry competence and currency • provides reflective comments linking professional development activities to teaching and assessment practices.	
2	Systematically upload new evidence of credentials, qualifications and industry engagement activities, and updated training product knowledge to the Trainer Skills Matrix with supporting documentation and an explanation of how the added knowledge and skills inform their ability to conduct training and assessment.	Educator
3	Revise personal Trainer Skills Matrix every 12 months and send to the Head of Department with focus on the current year's training and assessment.	Educator

4   Monitor, review and confirm educators' records in the Trainer Skills Matrix in line with

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	o unit code/unit full name o result for each unit o legend showing meaning of result codes o date the record was issued o identity of the authorised person in the issuing organisation o issuing organisations seal or other forms of protection such as the use of polymer paper, watermarks, document numbers o contacting the issuing body. Advise the College Director whether the academic transcripts are authentic.	
8	Update the College repository of Trainer Skills Matrices at least once per year.	College Director

1	Plan for and monitor relevant development activities. Negotiate development activities as part of each educator's annual professional developmenj0.002 Tc -0.002 Tw 0 344019.e01 Tc 0.001 Tw 0.522 0 Td(ro)-6.6 (fo)-6.6999 142.8 reW	

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4	Review personal Trainer Skills Matrix every six months and send updated Trainer Skills Matrix to the Head of Department.	Educator
5	Monitor, review and confirm educators' records in the Trainer Skills Matrix in line with *Maintaining Currency Guidelines*	Head of Department
6	Forward all Trainer Skills Matrices to the College Director for inclusion in the College repository.	Head of Department
7	Check the authenticity of the attainment of a formal qualification or units of competency by: • sighting the verified copy of AQF qualifications statement of attainment/record of results • providing the educator with the CIT Authorisation for Authentication of Qualifications form for checking of qualifications awarded by other institutes • confirming authenticity of academic certification with the Awards and Programs team.	People and Culture

8   Confirm the authenticity of external academic certification/s by:

- checking the educator's USI record; or
- screening the academic certification/s to ensure:

    o the document has been printed on the letterhead of the issuing RTO authorised issuing organisation including name, RTO number, logo

    o name of document e.g. Record

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	o issuing organisations seal or other forms of protection such as such as the use of polymer paper, watermarks, document numbers o contacting the issuing body. Advise the College Director whether the academic transcripts are authentic.	
9	Update the College repository of Trainer Skills Matrices of authenticated academic transcripts. Advise the Head of Department where academic transcripts do not meet authentication requirements.	College Director

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

- *Educator Competency and Currency Policy*
- *Trainer Working Under Supervision Procedure*

- Setting My Direction Plan
- Professional Development Activity Form
- Maintain Currency Guidelines
- Trainer Skills Matrix Template
- CIT Release of Information Form

All terminology used in this procedure is consistent with definitions in the CIT Policy Glossary.
Specific terms referred to in this procedure are:

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Competency	Competency is the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments (Source: https://www.asqa.gov.au/standards/appendices/glossary).
Current industry skills	The knowledge, skills and experience required by VET trainers and assessors and those who provide training and assessment under supervision to ensure that their training and assessment is based on current industry practices and meets the needs of industry.

Current industry skills may be informed by consultations with industry and may include, but is not limited to:

- having knowledge of and/or experience using the latest techniques and processes
- possessing a high level of product knowledge
- understanding and knowledge of legislation relevant to the industry and to employment and workplaces
- being customer/client-oriented
- possessing formal industry and training qualifications
- training content that reflects current industry practice.

(Source: https://www.asqa.gov.au/standards/appendices/glossarys)

Educator	Person employed under the PSM Act (ACT) for the purpose of conducting training and assessment activity associated directly with a student's learning as either:

- permanent (S)9.4 (M)-7.7 (A)-1 (c)(p)-0.M-6 (n) 399..8 (/)36r59.6 (y4t)4.9 (10.6 (o)-9.6

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