

PROCEDURE: A7.0- P7.0

VET PROFESSIONAL DEVELOPMENT

1.0 INTRODUCTION

1.1 Related Policy

VET Professional Development

1.2 Purpose

The purpose of this procedure is to provide AIM VET Trainers and Assessors with clear information about engaging in professional development to ensure the currency of their skills and knowledge in both their industry area and vocational education and training while training and or assessing at AIM.

1.3 Scope

This procedure applies to all AIM VET academic staff, including contractors and third-party providers involved in the provision of AIM training products and services.

1.4 Scope Exceptions

None

2.0 RESPONSIBILITIES

1. The Executive Director AIM is responsible for ensuring that AIM meets the Standards for Registered Training Organisations (RTOs) 2015 (Standards for RTOs), clauses 1.13-1.25, 1.6 and Schedule 1 and its obligation to ensure VET academic staff are competent, current and have the opportunity to develop their professional skills, knowledge and competencies.
2. The Head of Academic Delivery VET is responsible for:
 - a. developing the annual professional development plan in collaboration with the Executive Director AIM.
 - b. promoting opportunities for professional development to AIM VET Trainers and Assessors
 - c. agreeing on a professional development plan for VET Trainers and Assessors
 - d. monitoring that professional development activities are conducted in accordance with individual plans for the year.
3. All AIM academic staff are responsible for implementing the procedure and in conjunction with the Head of Academic Delivery VET:
 - a. developing an annual professional development plan
 - b. implementing the plan and

- c. maintaining records of relevant professional development activities.

3.0 PROCEDURE

3.1 Professional Development Planning

1. The Head of Academic Delivery VET in collaboration with the Executive Director AIM, develops and maintains the annual professional development plan that is based on individual and institutional requirements, including AIM's Strategic Plan, Workforce Plan, and Teaching and Learning Plan.
2. The Teaching Learning and Assessment Committee reviews the annual plan and provides advice on the prioritisation of activities and adequacy of resources to support implementation.
3. The Executive Director AIM approves the plan including any proposed annual budget for professional development and submits the plan for approval to the Executive Leadership Team if financial resources are required. If none are required, the plan is submitted for noting.
4. The Head of Academic Delivery VET advises academic staff of the requirement to undertake relevant professional development and regularly communicates on professional development opportunities.

3.2 Professional Development Activities

1. Trainers and Assessors are expected to undertake professional development activities that could include but are not limited to:
 - volunteering or working part-time in the industry area
 - undertaking accredited training relevant to the industry area
 - belonging to industry associations
 - engaging with industry (for example, through discussions with employers or attending industry networking events)
 - reading industry journals and subscriptions
 - staying informed about changes to technology
 - keeping up to date with changes to legislation
 - on-the-job development by increased responsibilities or assignment to specific projects
 - attendance at conferences, training sessions, short courses;
 - completion of formal accredited study
 - peer review of assessments(assessment validation or moderation) or teaching activities
 - becoming a member of internal or external groups or committees and attending online internal or external training or workshops.
2. Trainers and Assessors must develop an annual individual professional development plan aligned to their teaching program and report on how the professional development contributed to the improvement of their training and assessment and student outcomes.

3.3 Monitoring and Reporting

The Head of Academic Delivery VET provides oversight of professional development activity and provides an overview to the Teaching, Learning and Assessment Committee and any related risks to the VET Governance and Risk Committee.

4.0 DEFINITIONS

- **Competency or vocational competencies** refers to broad industry knowledge and experience with a relevant industry qualification.
- **Currency** refers to current industry skills and knowledge.
- **Current knowledge and skills in vocational training, learning and assessment** refers to training and assessment credentials required of trainers and assessors (Clauses 1.14-1.15, Schedule 1 of the Standards for RTOs)
- **Professional Development** - a broad range of activities undertaken by academic staff such as enrolling in approved courses, reading, attendance at seminars or conferences and similar activities that improve their development as academic staff members.
- **The TAE40116 Certificate IV in Training and Assessment** is the current training and assessment credential trainers and assessors must have with variations described in Schedule 1
- **Training and assessment credentials** are those qualifications, skill sets and units of competency, or relevant combination of those qualifications, skill sets and units of competency, specified in the table at Schedule 1 of the Standards for RTOs.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Professional Development Plan
- [Standards for Registered Training Organisations \(RTOs\) 2015](#)
- Teaching and Learning Plan
- VET Professional Development Policy

6.0 POLICY OWNERSHIP

| | |
|--------------------|-------------------------|
| Policy Owner | Executive Director AIM |
| Status | Developed July 2022 |
| Approval Authority | Chief Executive Officer |
| Date of Approval | 13 September 2022 |

| | |
|----------------------|--|
| Effective Date | 26 September 2022 |
| Implementation Owner | Head Academic Delivery VET |
| Maintenance Owner | VET Compliance and Operations Manager |
| Review Due | 11 August 2025 |
| Content Enquiries | VET Compliance and Operations Email: Brenda.cleaver@aim.com.au |

7.0 AMENDMENTS

| Version | Amendment Approval (Date) | Amendment Made By (Position) | Amendment Details |
|-----------|---------------------------|---------------------------------------|---|
| A7.0-P7.0 | 13 September 2022 | VET Compliance and Operations Manager | New policy and procedure on professional development for AIM VET academic staff |
| | | | |