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TRAINER ASSESSOR ENDORSEMENT PROCESS CHANGES

As part of the Learning and Development Portfolio continuous improvement process, and in conjunction with feedback from volunteers, regions and Trainer Assessors, a number of changes to the current Trainer Assessor Endorsement process and procedures will be implemented.

An overview of these changes include:

1. An improved Trainer Assessor Endorsement Nomination form
 - The new form is simpler making it easier for nominees to complete with the correct information and provide decision makers with better information to assist in processing of the applications.
2. Expanding the qualifications required to apply for endorsement
 - In addition to 'DFES Workplace Trainer Assessor', we will now accept nominations from personnel with a current industry 'Cert IV TAE'. Evidence must be provided to demonstrate skills in training and assessment over the previous 2 years.
3. A simplified risk ratings process
 - Feedback indicates that the terminology 'Risk Ratings' causes confusion and that having three (3) different levels is complicated.
 - The changes include renaming 'risk rating' to a 'complexity rating' and simplifying it to two (2) levels.
 - The complexity ratings are normal and high, and have different endorsement processes.
4. Currency period for all endorsements set to two (2) years
 - This will ensure that all Trainer Assessors remain current with their subject matter information in addition to their training and assessing skills.
5. A formalised process for the removal of endorsements
 - Trainer Assessors at risk of losing currency will be advised when their currency is due to expire and given the opportunity to maintain it by delivering within the upcoming 12 months.
 - All Trainer Assessors will be advised when an endorsement is removed.
6. The introduction of a defined period for the submission of new Trainer Assessor nominations, being between December and February, unless exceptional circumstances occur.
7. The re-introduction of a formal hand over process for all new endorsements.



Further information on the Trainer Assessor Endorsement process can be found in [SAP 6.1.H – Trainer Assessor Endorsement](#) and the frequently asked questions sheet attached. Should there be any further queries, please contact Karen Kipling, Trainer and Assessor Development Coordinator via email karen.kipling@dfes.wa.gov.au or phone 9454 0777.

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ASSISTANT COMMISSIONER LEARNING AND DEVELOPMENT



Trainer Assessor Endorsements - Frequently Asked Questions

Becoming an Endorsed Trainer Assessor

What does an endorsed Trainer Assessor do?

An endorsed Trainer Assessor facilitates DFES courses as part of the regional training calendar. They train and assess personnel who need to obtain a DFES competency, often from many different Brigades Groups and Units (BGU) in their region.

Do I need to get an endorsement to deliver maintenance training at my BGU?

If your supervisor has identified that you have the required expertise, you can deliver maintenance training at your own BGU. This only applies to training that does not result in a DFES competency. The training that occurs through coaching and mentoring at the BGU is critical to individuals developing their skills, so we recognise the value of this being able to continue without additional impost.

Can anyone apply to be a Trainer Assessor?

Trainer Assessor endorsements are managed regionally. Your region will endorse new Trainer Assessors in training products where there is a need for additional resources. Your District Officer/Manager will consult with BGUs to identify those would be suitable as Trainer Assessors. If you are interested, discuss this with your supervisor so they can nominate you when a regional need arises.

What qualifications do I need to train and assess?

If you do not have any existing industry recognised training qualifications, you will need to complete the DFES Workplace Trainer Assessor course (DWTA).

The DFES Workplace Trainer Assessor Course is desired but optional if you hold either of the current industry recognised qualifications:

- a. TAE40116 Certificate IV in Training and Assessment; **or**
- b. TAE40110 Certificate IV in Training and Assessment; **and both**
 - i. TAEASS502A/TAEASS502B/TAEASS502 Design and develop assessment tools
 - ii. TAELLN401A/TAELLN411 Address adult language, literacy and numeracy skills

You must also have the current DFES competency that you are applying for endorsement in.

How is DWTA different to the Certificate IV TAE?

The Certificate IV TAE qualification focusses on designing, developing and delivering training in the Vocational Education and Training sector. The DWTA course is contextualised to facilitating training and conducting assessment at DFES. It includes specific skills and knowledge about DFES training and assessment practices, documentation and reporting requirements and gives you an opportunity to work with other Trainer Assessors from different DFES backgrounds.

For people who already hold Certificate IV TAE, completing the DWTA course is a great opportunity to undertake professional development that is required to maintain their qualification. Many people who already hold the Certificate IV TAE have expressed how valuable they found the DWTA course for their own practice and development.



I'm a school teacher - will you recognise these qualifications?

Whilst there are a number of similarities between school teaching and facilitation there are also some specific differences. Teaching qualifications are not recognised in the vocational education and training sector as they focus on teaching children. The DWTA and the Certificate IV TAE courses are specifically designed around facilitating adult learning, which has a different set of learning principles.

How do I apply to be a Trainer Assessor?

Once you have spoken to your DO/Manager and they have agreed that your endorsement is required, you will need to complete a Trainer Assessor Endorsement Nomination form and submit it to your DO/Manager for processing.

What happens once I have applied?

Learning and Development portfolio (L&D) will check that you meet all the criteria and then process your application. Depending on the complexity of the course you are applying for, you may be required to co-deliver with an experienced Trainer Assessor who will verify your skills and knowledge before your endorsement is finalised. You will be advised about the process by L&D and supported by your region. In some cases, you may receive your endorsement immediately, but co-delivery with an experienced Trainer Assessor is always recommended. You will also need to complete a handover with an experienced Trainer Assessor. Regardless of the complexity of the course, if you have not completed the DWTA course, you must co-deliver with an experienced Trainer Assessor on your first course.

Maintaining your Trainer Assessor Endorsement Currency

What does currency mean?

Currency means that you are up to date with your subject matter skills and knowledge, as well as your training facilitation and assessment skills.

Why do endorsements expire?

Our goal is to ensure quality training outcomes for all students, which is why we want to ensure that our Trainer Assessors are current in their skills and knowledge for the subject, and in training and assessing. We also have a duty of care to ensure that our students receive the most current information and techniques to keep them safe. As changes in our environment can occur quite quickly, it is important that those people providing training are up to date and confident in providing training and assessing to students.

How do I maintain my currency?

L&D current procedures require that Trainer Assessors deliver each course at least once every two (2) years to maintain their delivery and assessment skills.

Why doesn't delivering parts of the course at my BGU count towards currency?

The skills involved in training, coaching and mentoring personnel in your own BGU can be quite different to facilitating learning of small groups of people that you are not familiar with.

Maintaining currency involves ensuring that all of the following skills and knowledge are kept up to date:

- Course preparation requirements
- Developing trust and rapport with students



- Facilitating group based learning
- Keeping to course time-frames
- Working with other Trainer Assessors with whom you may not be familiar
- Changes to the content of the training product
- Assessment skills including making and documenting competency decisions with justifications
- Providing feedback to unfamiliar students
- Course administration and record keeping requirements.

Removal of Trainer Assessor Endorsement Currency

What is the process involved in removing an endorsement?

If you have not delivered a course within two (2) years, L&D will contact you and your region. You then have an additional 12 months to work with the region to identify opportunities to deliver on a course to maintain your currency. If you are still unable to deliver in that 12-month period, the endorsement expires. When the endorsement expires you will be notified and will then no longer have access to the training resources for the course in eAcademy and will not show on the endorsed list.

If you have not delivered any courses at all in two years, and are unable to deliver in the next 12-month period, your Trainer Assessor status will also expire. This means that you will need to attend a DWTA course or participate in other professional development opportunities before you can re-apply for new endorsements.

I am not being offered opportunities to deliver on courses by my region - what do I do?

If you are not getting the opportunity to deliver on courses you need to discuss this with your DO/Manager or Superintendent.

What do I do if I no longer want to be endorsed?

You can decide to relinquish any or all of your endorsements at any time. You do not need to wait for the currency to expire. To do this, contact your regional Training Support Officer to advise them that you do not wish to continue with your endorsements.