

 Department of Fire & Emergency Services	<b>Directive 6.1 – Training and Development</b> <b>SAP 6.1.H – Trainer Assessor Endorsement</b>
--	--

## Introduction

1. The purpose of this procedure is to explain the process of managing Trainer Assessor endorsements.
2. **Scope.** This procedure applies to:
  - DFES staff or volunteers applying for endorsement as a Presenter, Workplace Trainer Assessor or Academy Instructor for DFES courses
  - Regional Training Support Officers (TSO's) and Managers responsible for the Trainer Assessors (TAs) in their associated Regions.
3. **Awareness Training.** Applications to be a presenter for Awareness Training is approved by the applicant's line manager. The manager's approval should confirm that they have the subject matter expertise to deliver the training. Approval can be provided by email and should be submitted to the TADC to add the presenter to the eAcademy.

## Procedures

4. **Endorsement.** The following endorsement procedures apply to Workplace Training and Nationally Recognised Training. For the purpose of Nationally Recognised Training, the Academy will be considered a region where regions are referenced below.
5. **Regional planning of Trainer Assessor endorsements.** TA endorsements will be restricted to a designated review period. This period is allocated between December and February to ensure that TAs are in place the following training calendar year.

TSO's will review and evaluate the regional TA needs for each training product in consultation with the regional Superintendent on an annual basis. This review will consider current active numbers and upcoming training requirements.

Outside the review period applications will only be accepted in exceptional circumstances:

- Due to attrition of TAs in the region or increased training demand, or;
- For new courses that require initial endorsements.

6. **Application.** Individuals who have been identified by their region as suitable complete an [Trainer Assessor Endorsement Nomination Form](#) and submit this to their direct supervisor for approval. A separate form must be used for each training product being applied for.

7. **Approvals.** If supported, the supervisor progresses this form to their District Officer or Manager (L7 and above) for approval. The DO needs to indicate the date of the course the applicant is planning to deliver on the form. This verifies the need for an additional endorsement. The completed form is then provided to the regional Training Support Officer (TSO) who collates applications for consideration by the Regional Superintendent. Those which meet regional requirements are forwarded by the TSO to the Trainer Assessor Development Coordinator (TADC) at the Academy.

SAP 6.1.H – Trainer Assessor Endorsement				
Version:	Issue Date:	Review Date:	Accountable Position:	<i>Uncontrolled When Printed</i>
1.0	Feb 2019	Feb 2021	Manager TQAC	

8. **Checks.** The TADC checks applications to verify that the applicant has:
- A. The required DFES Training and Assessment qualifications (See Annexure A) **and**
  - B. Current vocational competency for the training product that they are applying for endorsement in.

Where the applicant has the required competencies and the regional need has been verified, the endorsement process commences.

9. **Endorsement.** The applicant will be required to complete an endorsement process relevant to the complexity level of the course.

- **Normal Complexity:** Co-delivery on a course with an experienced TA is encouraged but not mandatory. An experienced TA or the Training Product Owner will be required to conduct a handover with the applicant. The TADC will finalise and record the endorsement within eAcademy and the relevant RM8 folder.
- **High Complexity:** The TADC will advise the TSO to schedule the applicant to co-deliver on a course with an experienced TA. Observation check lists will be provided by the TADC. On completion of the co-delivery, the observation check list will be returned to the TADC for processing. The TADC will finalise and record the endorsement within eAcademy and the relevant RM8 folder.

10. **Handover.** For all new endorsements, the applicant must participate in a handover of the course material from an experienced TA or the Training Product Owner. This can be conducted face to face, by phone or teleconference. The applicant is responsible for liaising with the TSO to organise the handover. A [Training Endorsement Handover Form](#) must be completed by the person providing the handover and should be stored on the newly endorsed Trainer Assessor's personal training file in RM8.

11. **First Endorsements.** Regardless of the complexity of the course, TAs who have not completed the DFES Workplace Trainer Assessor course must co-deliver with an experienced Trainer Assessor on their first course. The TADC will liaise with the regional TSO to organise co-delivery on a course with an experienced TA.

12. **Recording Endorsements.** The TADC will record all endorsement paperwork and correspondence into the RM8 folder for the relevant training product. They will then endorse the new TA in the eAcademy which will provide access to the training materials for the relevant course.

13. **Management of Currency.** All TAs must maintain currency, by delivering each course they are endorsed in at least once every two years. More information on currency can be found in [SAP 6.1.J - Trainer Assessor Professional Development](#).

The TADC will audit the endorsed TA list annually to verify currency. TAs who have been identified as not meeting the currency requirements will be offered the opportunity to liaise with the TSO to deliver on a course within the next 12 months. Alternatively, the TA may choose to relinquish the endorsement. If the TA does not deliver within the 12 month extension period, their endorsement will be removed. The TADC will notify the TA, TSO, regional Superintendent and Training Product Owner when removing an endorsement.

Any endorsement removed due to expiration of currency will be subject to a full re-application as outlined in this procedure, and may require participation in a DFES Workplace Trainer Assessor course or other Professional Development activities to maintain training and assessment skills.

SAP 6.1.H – Trainer Assessor Endorsement				
Version:	Issue Date:	Review Date:	Accountable Position:	<i>Uncontrolled When Printed</i>
1.0	Feb 2019	Feb 2021	Manager TQAC	

Training Type	Awareness	Workplace	Nationally Recognised
<b>Descriptor</b>	Awareness Training courses can be delivered at any location required and are for providing personnel with information. Assessment is not required.	Workplace Training may be delivered as required through The Academy or regions, providing personnel with skills and knowledge to do the job. This is also referred to as DFES Courses.	Nationally Recognised Training can only be delivered as part of a 'program' managed through The Academy (not necessarily required to take place at The Academy but will be coordinated and approved by The Academy).  <b>Note:</b> The exception to this would be standalone units of competency on scope of registration – primarily Incident Management Team roles.  Programs include; Trainee Firefighter School, Firefighter Development Program, , Station Officer Development Program.
<b>Delivery Personnel</b>	Presenter	Workplace Trainer Assessor	Academy Instructor
<b>Training Qualification Requirements of Delivery Personnel</b>	No formal qualifications required	DFES0612 Workplace Trainer Assessor OR <b>Current industry qualifications for Vocational Education and Training:</b>  TAE40116 Certificate IV in Training and Assessment  OR  TAE40110 Certificate IV in Training and Assessment AND the two units below  TAEASS502A/TAEASS502B/TAEASS502 Design and develop assessment tools  TAELLN401A/TAELLN411 Address adult language, literacy and numeracy skills	DFES0612 Workplace Trainer Assessor AND <b>Current industry qualifications for Vocational Education and Training:</b>  TAE40116 Certificate IV in Training and Assessment  OR  TAE40110 Certificate IV in Training and Assessment AND the two units below  TAEASS502A/TAEASS502B/TAEASS502 Design and develop assessment tools  TAELLN401A/TAELLN411 Address adult language, literacy and numeracy skills

Training Type	Awareness	Workplace	Nationally Recognised
<b>Subject Matter Qualification Requirements of Delivery Personnel</b>	Must have a high level of subject matter knowledge.	Require the relevant DFES competencies for the course and must have current vocational competency in the subject area.	Require the current relevant nationally recognised unit/s of competence being trained and assessed. Must maintain current vocational competency in the subject area.
<b>Endorsement</b>	Approved by line manager as a subject matter expert.  Approval may be by email and should be recorded on the Course File in RM8.	Must be approved by regional manager, endorsed by the Training Product Owner or delegate in conjunction with the TADC and recorded on the Endorsed Trainer Assessor List.  The endorsement process followed is determined by the Trainer Assessor Endorsement Complexity Rating for the course.	Must apply through Expression of Interest process, be endorsed by the Assistant Commissioner Learning and Development or delegate and recorded on the Endorsed Trainer Assessor List.
<b>Professional Development</b>	N/A	Ongoing continuing professional development in the subject matter, training and assessment skills and DFES policies and procedures.  Trainer Assessors may choose to keep a Professional Development Log.	Ongoing continuing professional development in the Vocational Education and Training (VET) system, subject matter, training and assessment skills and DFES policies and procedures.  A Professional Development Log must be completed annually.

SAP 6.1.H – Trainer Assessor Endorsement				
Version:	Issue Date:	Review Date:	Accountable Position:	<i>Uncontrolled When Printed</i>
1.0	Feb 2019	Feb 2021	Manager TQAC	

**DOCUMENT HISTORY**

VERSION	DATE	DESCRIPTION OF CHANGE
1.0	Feb 2019	Existing Procedure transitioned to Doctrine

SAP 6.1.H – Trainer Assessor Endorsement				
Version:	Issue Date:	Review Date:	Accountable Position:	<i>Uncontrolled When Printed</i>
1.0	Feb 2019	Feb 2021	Manager TQAC	