



June Newsletter – Trainer Skills Matrix

Trainer Skills Matrix – AQTF Element 1.4

One of the main areas found in RTO non compliance's is trainer/assessor competencies. In some instances I have noted that training/assessing staff did not have the correct Certificate IV in Training and Assessment and yet they had been signed off by their respective manager as competent to train/assess.

In other cases, the staff member had the required training and assessment and vocational competencies but did not know how to, or in fact was not provided guidance on how to evidence the fact adequately.

The Trainer Skills Matrix (TSM)

Okay, let's look at how to ensure and achieve compliance:

And so to evidence that your trainer/assessors have met Element 1.4, it is recommended to develop a TSM. A TSM is a word or excel document which details your trainer/assessors ability and qualifications to train/assess in a particular course.

Note: If the trainer/assessor cannot complete this process then they should not be training/assessing.

Creating a TSM format is easy (here is one format I have used in many RTOs)

Start by inserting the Title and Code of Qualification and also the respective Unit. Then create a table with 3 columns detailing:

1. The Element

2. Trainer/Assessor Qualifications (e.g. TAA,TAE) and Vocational Qualifications which are the same or equivalent to unit competency.

Note: If the unit is not current or does not match fully then further evidence is required in next column

3. Trainers Industry Skills/Experience directly related to unit/element and currency.

Note: In the case that the trainer has completed the exact qualification they will be training/assessing, then they may only need to map to unit level.

Tip: In one instance I saw an auditor drill down to performance criteria level - this certainly was not necessary.

In my training/assessing days I had developed my own matrix down to element level – this format never failed an audit. You should also ensure and detail how currency is being maintained and upgraded.

Finally

The trainer's skills matrix is then signed by trainer/assessor as being true and correct. The Training Manager (or authorised manager) should check and approve all trainer skill matrices and look at each one from the perspective of "if this person was applying to me for RPL, would this matrix cover what is required." If not, then more detail is required.

Regards

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