

Trainer Skills Matrix

Prepare Budgets and Financial Plans

BSBMGT503A

Version 1 – Trainer has completed same unit of competency

Unit/Element Check Sheet to ensure Trainer has competencies in particular area

The following information provides evidence of Trainers Qualifications and outlines their Industry Skills & Knowledge and Currency of Experience for the unit that they have applied to Train/Assess.

Signed by Trainer/Assessor: Signed and checked by Training Manager:

I [insert Trainers name] hereby state that the information in this form is true and correct. Date:

I [insert Training Managers name] have assessed [insert trainer/assessor name] and from the evidence provided, deem them to have the necessary training and assessment competencies and the relevant vocational competencies at least to the level being delivered or assessed, and that they have demonstrated current industry skills directly relevant to the training/assessment to be undertaken; and that they have continued to develop their vocational education and training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.

[Note: I have provided two versions. If the educator has completed the unit of competency, BSBMGT503A, then the matrix should cover to the unit level, see **version 1**.

However, if the educator **has not** completed the relevant unit of competency, but has valid vocational supporting experience then the matrix will need to drive down to the element level to clearly identify the experience, **refer to version 2]**

Unit Code	Trainer qualifications	Trainers industry skills/experience (vocational work experience)
BSBMGT503A	<p>Have completed a Diploma in Management in 2007, which includes the unit BSBMGT503A</p> <p>Have completed the TAA40104 in Training and Assessment</p> <p>Have updated VET knowledge by completing the TAA in Diploma Training and Assessment in November 2009</p>	<p>Experience in financial management at 2 companies in last 5 years which involved the skills and knowledge learnt in this unit. Have developed several budgets and financial plans in line with the strategies and business plans for [xyz business] and [abc business].</p> <p>2 years from 2009 to 2011 at xyz Pty Ltd in position of Business Analyst</p> <p>3 years from 2006 to 2009 at abc Corp in position of Finance Manager</p>



Trainer Skills Matrix

Prepare Budgets and Financial Plans

BSBMGT503A

*Version 2 – Trainer **has not** completed same unit of competency*

Unit/Element Check Sheet to ensure Trainer has competencies in particular area

The following information provides evidence of Trainers Qualifications and outlines their Industry Skills & Knowledge and Currency of Experience for the unit that they have applied to Train/Assess.

Signed by Trainer/Assessor: Signed and checked by Training Manager:

I [insert Trainers name] hereby state that the information in this form is true and correct. Date:

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This format will be used where the educator does not hold the requisite unit(s) of competency. This is more involved and requires the writer to think about the unit of competency and specific element.

A word of advice: Do not accept a copy and paste of a summary in each element, this will not show that the person has adequate vocational experience.

Note: I have seen one regulators auditor drive down to performance criteria, and so it all depends who you get..

ELEMENT	Trainer qualifications	Trainers industry skills/experience (vocational work experience)
<p><i>Element 1</i></p> <p><i>Analyse strategic and operational plans</i></p>	<p>Have completed a Masters Degree in Business (MBA) with specific unit in Opportunity Evaluation, this subject maps across to this unit and covers criteria in tactical and operational objectives and strategic planning. Refer to academic transcript and program guide which details course content.</p> <p>Have completed a Diploma in Management in 2008.</p> <p>Have completed the BSZ40198 in Training and Assessment in 2002.</p>	<p>Experience in owning and operating more than 5 businesses in last 20 years which has involved elements of this unit. Having developed several strategy and business plans for each business and aligned to the operational plan with KPIs and other objectives.</p> <p>Refer to attached evidence in support my claim, including my CV and referees to validate my claims.</p>



	<p>Have updated my VET knowledge by completing the TAA40104 in Training and Assessment in 2006.</p> <p>I am a fellow associate member of Australian Institute Management.</p>	<p>Most recently have worked for DEF Pty Ltd in position of Business Analyst from 2007 to 2011 where my role was to analyse business and strategic plans for many blue chip clients, I was also required to develop financial budgets and forecasts.</p> <p>I previously worked as Finance Manager for 4 years at STV Corporation, this involved developing budgets and cash flows for insertion to business plans.</p> <p>Have attended KPMG in July 2011 to update my industry skills and knowledge (currency), the industry placement was to help with a project on strategic growth opportunities and budgeting for resource allocation, this was over a period of two weeks at 76 hours.</p> <p>In August 2011 I attended the VET Quality Framework Legislative and Risk Management brief hosted by Skynet Education (refer to Certificate of attendance) to update my VET knowledge and skills.</p>
<p>Element 2</p> <p><i>Develop revenue, expenditure and capital investment proposals</i></p>		<p>TBC</p>
<p>Element 3</p> <p><i>Build agreement for budgets and financial plans</i></p>		<p>TBC</p>

