

POLICY	SUPERVISION
NVR Ref:	Standard 5
MCC Ref:	MCC-2-S 7
Purpose	This Procedure has been developed to document a process whereby all trainers employed by the Institute, who do not possess minimum teaching requirements are under the direct observation, monitoring and supervision of a qualified trainer and assessor of the Institute at all times whilst teaching.
Scope	This procedure applies to all teaching staff, except those who possess the minimum qualifications required to teach in the vocational training and education industry.
Responsibilities	The CEO will have overall responsibility for this procedure.
Action/Method	<p>Supervision Strategies</p> <p>The CEO will be responsible for observing, monitoring and supervising all trainers who do not possess the minimum requirements to teach in the VET industry. This will involve :</p> <ul style="list-style-type: none"> • Providing advice on training and assessment requirements for specific training sessions. • Providing assistance in the planning and delivery of training and assessment strategies. • Direct observation and monitoring through attendance on a regular basis in the classroom. • Providing constructive criticism of the delivery and assessment methods used. • Providing other training support as required. • If necessary sign off on Class Roll and associated documentation.
Action/Method (cont)	<p>Professional Development</p> <p>As part of duties associated with teaching, non-teaching periods will generally be available for participation in professional development activities, including organising, attending and otherwise participating in seminars, lectures, conferences, short courses and release to industry with the approval of the CEO.</p> <p>Participation in recognised professional development activities may, with the approval of the CEO, be wholly or partly subsidised by the Institute.</p> <p>All teaching staff employed by the Institute who do not possess minimum teaching qualifications on commencement, will be required to undertake professional development to gain such qualifications within one year of commencement.</p> <p>Requests for Training</p>

	<ul style="list-style-type: none"> • All staff must undertake the required training. • At the completion of training, the CEO will verify on the form that all approved training has been completed. • The evidence of completion is to be placed in the employee's file with certified copies of any awards or qualifications received.
<p>References</p>	

VERSION CONTROL**Review/ amendment history****Policy Approved by:** Chief Executive Officer**Responsible Officer:** Chief Executive Officer**Next Policy Review Date:** July 2018

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	July 2016	No material change
5.0	June 2017	No material change