

POLICY: A7.3

VET PROFESSIONAL DEVELOPMENT

1.0 INTRODUCTION

1.1 Context

The Australian Institute of Management Education and Training (AIM) has an obligation under the Outcome Standards for NVR Registered Training Organisations, particularly clauses under Quality Area 3: VET Workforce, which mandate that trainers and assessors maintain their currency and competency in vocational education and their respective industry areas.

1.2 Purpose

This policy specifies the principles for VET Trainers and Assessors, engaging in professional development. The aim is to ensure that trainers and assessors remain current in:

- Vocational competencies relevant to the training products delivered.
- Industry-specific knowledge and skills.
- Training and assessment practices, as outlined in the Credential Policy and Outcome Standards 3.2 and 3.3.

This policy provides a framework for the planning, approval, resourcing and review of professional development for AIM VET Trainers and Assessors. This policy should be read in conjunction with the VET Professional Development Procedure.

1.3 Scope

This policy applies to all VET academic staff, including contractors and third-party partners involved in professional development activity irrespective of employment status, location, activity or premises.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. The Chief Education Officer - Future Skills:

- approves the VET Professional Development Policy and associated procedures.
- approves plans and budgets relating to professional development and receives reports about professional development activities.

2. The Teaching, Learning and Assessment Committee is responsible for monitoring and making recommendations for improvements to AIM VET professional development strategies.

3. The Head of Academic Delivery VET is responsible for:

- developing strategies to support and sustain professional development, at the AIM and individual staff level.
 - making appropriate support available for professional development activities.
 - promoting opportunities for academic staff to engage in professional development activity.
 - organising institutional activities to support professional development.
4. The Head of Academic Delivery VET will ensure professional development activities are regularly discussed as part of a VET academic staff member's performance review and professional development plan.
 5. VET Trainers and Assessors are responsible for:
 - Engaging in professional development activities to maintain their vocational competencies and training and assessment skills.
 - exploring improved industry and teaching practice developments and using that knowledge to improve their training and assessment practice.
 6. Specific responsibilities are provided in the AIM VET Professional Development Procedure.

3.0 POLICY

3.1 Principles

1. AIM is committed to ensuring that VET Trainers and Assessors have:
 - vocational competencies that are relevant to, and at least to the level being delivered and assessed
 - current industry skills directly relevant to the training and assessment being provided
 - current knowledge and skills in vocational training and learning that informs their training and assessment.
2. AIM is committed to supporting ongoing professional development for trainers and assessors by facilitating access to continuing professional development opportunities in the fields of vocational training, learning, and assessment, as well as industry-specific knowledge and practices.
3. All VET Trainers and Assessors are expected to engage in professional development activities that inform their training and assessment, contribute to the design, delivery and continuous improvement of AIM courses and maintain an understanding of current industry practices.

4.0 DEFINITIONS

- **Competency or vocational competencies** refers to broad industry knowledge and experience with a relevant industry qualification.
- **Currency** refers to current industry skills and knowledge that may be achieved through arrange of activities. (See the Procedure for more details)

- **Current knowledge and skills in vocational training, learning and assessment** refer to the credentials specified in the Credential Policy and the requirements outlined in Outcome Standard 3.2. Trainers and assessors must maintain these credentials and demonstrate compliance with professional development obligations as outlined in Outcome Standard 3.1(b). **Professional Development** - a broad range of activities undertaken by academic staff such as enrolling in approved courses, reading, attendance at seminars or conferences and similar activities that improve their development as academic staff members.
- **The TAE40122 Certificate IV in Training and Assessment** is the current training and assessment credential trainers and assessors must have with variations described in the Credential Policy.
- **Training and assessment credentials** are those qualifications, skill sets and units of competency, or relevant combination of those qualifications, as specified in the Credential Policy and aligned with the requirements outlined in Outcome Standards for NVR Registered Organisation.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Professional Development Plan
- Outcome Standards for NVR Registered Training Organisations
- Teaching and Learning Plan
- VET Professional Development Procedure

6.0 POLICY OWNERSHIP

Policy Owner	Chief Education Officer - Future Skills
Status	Reviewed on 13 January 2025
Approval Authority	Chief Executive Officer
Date of Approval	13 September 2022
Effective Date	1 July 2025
Implementation Owner	Head of Academic Delivery VET
Maintenance Owner	Senior Compliance Manager VET
Review Due	11 December 2027
Content Enquiries	Senior Compliance Manager VET

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A7.0	13 September 2022	VET Compliance and Operations Manager	New policy
A7.1	4 July 2024	VET Compliance and Operations Manager	Updated reference to core VET qualification to train and assess
A7.2	10 March 2025	VET Compliance and Operations Officer	Policy and procedure updated to align with Outcome Standards for NVR Registered Training Organisation (RTOs) 2025

A7.3	12 August 2025	VET Compliance and Operations Manager	Updated position titles
------	----------------	---	-------------------------