



In accordance with **Clauses 1.17 - 1.20** of the Standards for RTOs 2015, a trainer who does not hold the required competencies as a trainer and assessor must:

- Be supervised by a qualified trainer to maintain the quality of training and assessment.
- The Trainer **must hold at least one of the Trainer Skill Sets below to be able to continue delivery; and**
- Must not determine assessment outcomes (can assist with making assessment decisions only).

## 1. TRAINER SKILL SET

<b>SKILL SET HELD BY DELIVERER WORKING UNDER SUPERVISION</b> <i>Select which skill set the 'Deliverer Under Supervision' holds.</i> <i>Deliverer Under Supervision must hold a full skill set (i.e. cannot be a partial completion of two or more skill sets)</i>	
<p><b>TAESS00028 - Work Skill Instructor Skill Set</b></p> <p><i>(or the superseded skill set):</i>            TAESS00014/007 - Enterprise Trainer - Presenting Skill Set            If you have a TAE40110 you may hold this superseded skill set.</p>	<p><b>TAEDEL311 Provide work skill instruction (Group A elective of TAE40122)</b></p> <p><b>TAEPDD401 Work effectively in the VET sector (Core unit of TAE40122)</b></p> <p>Or            TAEDEL301/301A Provide work skill instruction            BSBCMM401/401A Make a presentation</p>
ALTERNATIVE SKILL SETS THAT MAY ALSO BE ACCEPTED - TO COMMENCE DELIVERY	
<p><b>TAESS00020 - Workplace Trainer Skill Set</b></p> <p><i>(or the superseded skill set):</i>            TAESS00013/008 - Enterprise Trainer - Mentoring Skill Set            If you have a TAE40110 you may hold this superseded skill set.</p>	<p><b>TAEDEL411 Facilitate vocational training (Core unit of TAE40122)</b></p> <p><b>TAEDEL301 Facilitate workplace-based learning (Group A elective of TAE40122)</b></p> <p>Or            TAEDEL404/404A Provide work skill instruction            TAEDEL301/301A Mentor in the workplace</p>
<p><b>TAESS00021 - Facilitation Skill Set</b></p> <p><i>(or the superseded skill set):</i>            TAESS00015/003 - Enterprise Trainer and Assessor            If you have a TAE40110 you may hold this superseded skill set.</p>	<p><b>TAEDEL411 Facilitate vocational training (Core unit of TAE40122)</b></p> <p><b>TAEDES412 Design and develop plans for vocational training (Core unit of TAE40122)</b></p> <p>Or            TAEASS401/401A Plan assessment activities and processes            TAEASS402/402B Assess competence            TAEASS403/403B Participate in assessment validation            TAEDEL301/301A Provide work skill instruction</p>
<p><b>** EVIDENCE OF SKILL SET REQUIRED **</b></p> <p><b>I have provided (for the selected skill set) a copy of the Statement of Attainment (or USI Transcript) showing the units of competency.</b></p> <p><b>(this must be provided prior to Binnacle Training approving this agreement)</b></p>	



## 2. DELIVERER WORKING UNDER SUPERVISION - HR REQUIREMENTS

THE BINNACLE PROGRAM DELIVERER: (WORKING UNDER SUPERVISION)			
<b>Deliverer Full Name</b>			
<b>School Name</b>			
<b>TAE Course Provider</b> <i>(name of RTO enrolled with to complete the TAE)</i>		<b>Expected TAE Completion Date</b> <i>(within 6 months)</i>	
BINNACLE CERTIFICATE PROGRAM/S: (TRAINING PROGRAMS YOU ARE CURRENTLY DELIVERING)			
Qualification Code	Qualification Title		
DELIVERER UNDER SUPERVISION RESPONSIBILITIES:			
	<ul style="list-style-type: none"> <li>● Have their Binnacle Profile complete (Part 1-3):               <ul style="list-style-type: none"> <li>○ <u>PART 1</u>: Profile Part 1 completed including evidence of recent work history</li> <li>○ <u>PART 2</u>: Hold/Obtain a Trainer Skill Set and uploaded in Evidence of Qualification</li> <li>○ <u>Part 2</u>. Hold/Obtain the relevant Industry Qualification and upload in Evidence of Qualification Part 2</li> <li>○ <u>PART 3</u>: Completed the required Vocational Competence Update (VCU)</li> </ul> </li> <li>● Hold at least one of the Trainer Skill Sets listed above</li> <li>● Obtain the full Certificate IV in Training and Assessment within a 6-month period (from commencement of delivery of training) to continue delivering with Binnacle beyond this period</li> <li>● Must report any issues and feedback to the Temporary Supervisor and Binnacle Training</li> <li>● Must not determine assessment outcomes (marking and signoff)</li> </ul>		



## 3. TEMPORARY SUPERVISOR

<b>THE BINNACLE TEMPORARY SUPERVISOR: (A QUALIFIED TRAINER WHO IS SUPERVISING THE PROGRAM DELIVERER)</b>	
<b>Temporary Supervisor Full Name</b>	
<b>Position</b>	
<b>School</b>	
<b>TEMPORARY SUPERVISOR RESPONSIBILITIES: (OF THE TEMPORARY SUPERVISOR)</b>	
	<ul style="list-style-type: none"> <li>● Have their Binnacle Profile complete (Part 1-3):               <ul style="list-style-type: none"> <li>○ <u>PART 1</u>: Profile Part 1 completed including evidence of recent work history</li> <li>○ <u>PART 2</u>: Hold the full Certificate IV in Training and Assessment and uploaded in Evidence of Qualification</li> <li>○ <u>PART 2</u>: Hold/Obtain the relevant Industry Qualification and uploaded in Evidence of Qualification Part 2</li> <li>○ <u>PART 3</u>: Completed the required Vocational Competence Update (VCU)</li> </ul> </li> <li>● Must mentor and oversee the program deliverer with the delivery of training – both knowledge and practical</li> <li>● Must provide regular feedback to the Trainer</li> <li>● Must provide clear direction in course delivery</li> <li>● Must be prepared for the class to be transferred to them if the Program Deliverer has not achieved the full TAE outcome within a 6 month period</li> <li>● Must be committed to completing and maintaining the marking of all assessment upon transfer</li> <li>● Maintain evidence of any support provided to the program deliverer e.g., email correspondence (able to provide upon request)</li> </ul>



## 4. AGREEMENT

	<ol style="list-style-type: none"> <li>1. In accordance with Clauses 1.17 – 1.20 of the Standards for RTOs 2015, all parties below agree to adhere to this Agreement by working under supervision – for a maximum period of 6 months (from commencement of delivery of training e.g., 30<sup>th</sup> June) or if the Trainer holds the full Certificate IV in Training and Assessment within this time - while delivering VET on behalf of Binnacle Training.</li>   <li>2. All responsibilities will be met by the ‘Deliverer Working Under Supervision’ and the Temporary Supervisor.</li>   <li>3. The Deliverer Working Under Supervision has provided Binnacle Training with: <ul style="list-style-type: none"> <li>● A copy of their Skill Set and</li> <li>● A Notice of Intention to complete the full TAE40122 (within 6 months)</li> </ul> </li> </ol>
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### Program Deliverer Agreement:

<b>Full Name</b> (Deliverer Working Under Supervision)			
<b>Signature Required</b> (Deliverer Working Under Supervision)		<b>Date</b>	

### Temporary Supervisor Agreement:

<b>Full Name</b> (Temporary Supervisor)			
<b>Signature Required</b> (Temporary Supervisor)		<b>Date</b>	

### VET Manager Agreement:

<b>Full Name</b> (School VET Manager)			
<b>Signature Required</b> (School VET Manager)		<b>Date</b>	