



Human Resource Standard

CC Joy Enterprises Pty Ltd trading as Col Joy Training Services recognises the absolute need for their trainers to:

- Possess a breadth and depth of content knowledge and skills that allows exceptional content coverage during the training experience;
- Be able to directly link the competencies targeted through training to the real workplace environment and processes;
- Possess proven excellent face to face training skills and recognised qualifications;
- Possess proven and recognised assessment skills and qualifications;
- Be up to date with the latest developments in the relevant industry, processes, adult learning and assessment.
- Hold formal qualifications consummate with assigned assessing and training appointments.

When employing trainers and/or assessors, and when assigning them to particular projects, the following guidelines will be applied (see table on the following page) in conjunction with any specific requirements of the relevant curriculum document / Training package.



INDICATORS FOR TRAINERS WHO FACILITATE/ASSESS TRAINING

Area		Indicators could include:
Content Competencies	Qualifications and knowledge which are at a level equivalent to or higher than the units of competency/module being delivered.	Work history certified by employer/industry representatives Certified Qualifications Current licence to practice in industry where required - where delivering Certificate III or higher
Industry Relationship	Demonstrated capacity to relate the units of competency/module to industry needs, processes and career progression	Relevant work or training history (paid/ unpaid) within a related industry Release to industry Existing breadth and depth of content knowledge and/or attendance at relevant seminars/ workshops/ conferences/short courses focussed on current industry practices Note: The strength of these indicators should increase relevant to the level of qualification.
Facilitation Competencies	Possess competencies, as appropriate, relating to the design, development, face to face presentation, and evaluation of training. These competencies should be equivalent to those listed in the Training Package for Assessment and Workplace Training. The relevant industry National Training Package will clearly indicate how these competencies should be applied.	Evidence of the minimum requirements as stated in the relevant industry national Training package. Evidence of Workplace Trainer competencies BSZ404A "Train Small Groups" for those providing on the job structured training on a one-to-one or small group basis Evidence of Certificate IV in Assessment and Workplace Training competencies for those for whose training is a large part of their job. Course evaluation outcomes. Client feedback/surveys
Assessment Competencies	Possess competencies as defined in : BSZ40198 Certificate IV in Assessment and Workplace Training	Evidence of Statements of Attainment in the required Units of Competency or a Qualification for the Certificate IV in Assessment and Workplace Training
Currency	Knowledge of practices consistent with emerging/current best practice in industry and training	Recent training experience and close client liaison in the relevant or a related industry Recent, relevant work history (paid or unpaid) Attendance at professional development seminars, etc Active membership of relevant professional/ technical/trade associations Regular reading of relevant journals, etc Current licence to practice (where required) Written statement of professional activities supported by responsible industry representative Note: The strength of these indicators should increase relevant to the level of qualification.