## Guidelines for professional development

All RTO trainers and assessors must undertake professional development in their field of expertise and in the practice of vocational training, learning and assessment and specifically in competency-based training and assessment.

Undertaking professional development means a trainer and assessor has participated in activities to maintain, upgrade and/or develop the way in which they train and assess. The professional development activities must be relevant to the provision of training and assessment in a competency-based environment.

Please use the template provided to record professional development activities relevant to your role as a trainer and assessor with UNE Partnerships. Some guidance is provided in the table below.

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| **Current industry skills** | RTO trainers and assessors need to show how they have maintained, upgraded or developed new skills relevant to current industry needs. Evidence of currency can take many forms and should include:* **Participation in relevant professional development activities:** this could include mandatory activities associated with maintaining a license to practice or other professional credential.
* **Participation in networks:** this could include attendance at industry breakfasts, workplace health and safety meetings and discussions with employers.
* **Professional reading (career):** through reading of industry journals, with subscriptions both online and in print.
* **Undertaking accredited training:** including single units of competency, skill sets and qualifications and demonstrating recent completion of a VET training product.
* **Returning to work:** that is, working in the relevant industry either as a volunteer or paid employee.
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| **Currency in VET Practice** | RTO trainers and assessors need to show that they have maintained, upgraded or developed new skills relevant to VET practice. Simply delivering training and assessment does not constitute professional development in this field. Examples of suitable professional development activities include:* **Participating in courses, workshops, seminars, and conferences:** trainers and assessors can attend both external and internal courses—that is, courses developed by professional development providers and internal programs developed and delivered by your RTO.
* **Demonstrating** recent completion of a VET training product.
* **Participation in learning networks**: there are various professional associations which provide educative forums about vocational training and assessment.
* **Professional reading (VET):** through reading of publications and other relevant information.
* **Participation in validation or moderation activities:** either through UNE Partnerships or another provider.
* **Shadowing or working closely with other trainers’ and assessors’:** either through UNE Partnerships or another provider.
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| 1. Log details
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| Your name |  |
| Period covered (2 years) | 1 November 2021 to 31 October 2023 |

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| 1. Qualifications completed in last 2 years
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| Qualification Name (*NB Please send copies for verification)* | Qualification Type (Higher Education/ VET) | Issuing Organisation | Date awarded |
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| 1. Other learning completed in last 2 years
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| Course Name | Date | Provider | How has this enhanced your VET practice or subject expertise |
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| 1. Professional reading – VET practice
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| Journal | Period | Publisher | How has this enhanced your VET practice? |
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| 1. Professional reading – industry/professional area
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| Journal | Period | Publisher | How has this enhanced your vocational competence? |
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| 1. Networks
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| Association name | Period | Member number | How has this enhanced your VET practice or subject expertise |
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| 1. Return to industry (employment)
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| Enterprise name | Period | Role | How has this enhanced your vocational competence? |
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