

# Vocational Education Teacher Supervision Forms

## Explanatory Notes

### 1. When is a supervision arrangement required? Who must work under supervision?

An individual supervision arrangement *must* be established for any VE Teacher who does not hold the minimum required training and assessment qualification. This is a requirement of the *Standards for Registered Training Organisations 2015*.

This applies to *all* VE Teachers, whether employed on a contract or as a casual (sessional) teacher.

If an individual is employed to teach in more than one program, a supervision arrangement is required for each program.

### 2. What is 'supervision'?

Supervision is a work-place partnership between a qualified VE Teacher (the 'supervisor') and an individual who does not yet hold the minimum required training and assessment qualification and has been employed by RMIT to deliver training (the 'supervised teacher').

Supervision is a program of planned guidance, support and direction provided by the supervisor to the supervised teacher. The supervisor is accountable for the training delivery and collection of assessment evidence by the individual under supervision. The supervised teacher is expected to be working towards gaining the training and assessment qualification. It is not necessary for the supervisor to be physically present during all training delivery.

### 3. What is the *minimum* training and assessment qualification for a VE Teacher?

Refer to the table to determine the minimum training and assessment qualification required, depending on what type of work the VE Teacher is doing:

	TAE40110 Certificate IV in Training and Assessment (TAE) or its successor.	A diploma or higher level qualification in adult education.	TAESS00001 Enterprise Trainer – Assessor Skill Set or its successor.	TAESS00007 Enterprise Trainer – Presenting Skill Set or its successor.	Demonstrated equivalence* of competency to Cert IV in TAE.	Any other qualification or prior experience.
Delivering training and assessment.	✓	✓	✗	✗	✗	✗
Conducting assessment only.	✓	✓	✓	✗	✗	✗
Delivering training <b>under supervision.</b>	not applicable	not applicable	✗	✓	✗	✗
Conducting assessment <b>under supervision.</b>	not applicable	not applicable	✓	✗	✗	✗

\* As of 1 January 2016, training and assessment must be delivered by teachers who have the required training and assessment qualification; 'demonstrated equivalence of competencies' is no longer acceptable.

These requirements are from the *Standards for Registered Training Organisations (RTOs) 2015*, clauses 1.13 – 1.18, which require that:

- Trainers / assessors (VE Teachers) must have the appropriate level of:
  - vocational competencies,
  - industry skills,
  - teaching/training and assessment knowledge and skills.
- RMIT University must ensure that all VE Teachers undertake professional development in the fields of knowledge and practice of vocational training, learning and assessment.

The *Standards for RTOs 2015* are enforced by the national regulator (Australian Skills Quality Authority) and apply to all VE Teachers, inclusive of ongoing and fixed-term contracted staff and casual (sessional) staff. For more information, refer to Standard 1.17 and 1.18 and Schedule 1 of the [Standards for Registered Training Organisations \(RTOs\) 2015](#) or contact the Office of the Executive Director Vocational Education ([vocational.education@rmit.edu.au](mailto:vocational.education@rmit.edu.au)).

Current as of December 2016. Check for the most recent version at: [www1.rmit.edu.au/staff/my-employment/forms](http://www1.rmit.edu.au/staff/my-employment/forms).

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#### 4. What are the requirements of a teacher working under supervision?

- A VE Teacher who delivers training whilst working under supervision must also hold the *TAE Presenting Skill Set*.
- A VE Teacher who conducts assessment whilst working under supervision must also hold the *TAE Assessor Skill Set*.
- A VE Teacher who does not hold the TAE Assessor Skill Set must not determine assessment outcomes.
- RMIT University requires that a teacher working under supervision is also enrolled in the Cert IV TAE and must be actively working towards attaining the qualification.
- It is expected that a teacher will obtain their TAE qualification within 12 months of commencing employment with RMIT.

#### 5. Who can supervise a VE Teacher?

The supervisor must be:

- a qualified trainer / assessor who meets the minimum qualification requirements.
- qualified to make professional judgments relating to competencies being taught (which may involve industry input where necessary), in accordance with Training Package requirements.
- a member of the same program team that the supervised teacher is teaching in.

#### 6. When and how is the supervision arrangement established?

- The supervision arrangement must be established:
  - by the supervisor during a face-to-face meeting with the supervised teacher (the 'establishment meeting').
  - within seven days of the supervised teacher's engagement,
  - must be in place *prior to commencement of teaching*.
- For VE Teachers on an on-going or fixed-term contract, establish the supervision arrangement at the initial work planning session. (Note: this is only applicable to existing staff who were employed on a contract prior to 2016; *newly-recruited staff must not be employed on an on-going or fixed-term contract until they have obtained the Certificate IV in TAE.*)
- The Program Manager must notify HR of the commencement of a supervision arrangement using the [VE Teacher supervision notification form](#).
- A Supervision meetings schedule (for monitoring the supervision arrangement) must be planned at the establishment meeting and must be documented using the [Supervision establishment meeting form](#).

#### 7. How is the supervision arrangement monitored?

- The supervision arrangement must be monitored by the supervisor. Monitoring is done via face-to-face meetings between the supervised teacher and the supervisor. These meetings must be held at least every three months.
- The dates for supervision meetings must be planned at the establishment meeting and must be documented in the Supervision meetings schedule (within the [Supervision establishment meeting form](#)).
- Supervision meetings must be conducted across the beginning, middle and end periods of the course or program.
- The face-to-face supervision meetings must be held in accordance with the Supervision meetings schedule. For contracted staff, supervision meetings can be conducted as part of work planning and review meetings.
- The Supervision Schedule must include at least the minimum number of face-to-face meetings:

No. of courses taught	Duration	Minimum face-to-face meetings required
one	less than one semester	two
one	one semester	three
one	two semesters	five
two or more	one or two semester	five*

\* if several courses are delivered, supervision meetings may be clustered.

#### 8. What activities occur within the supervised teaching arrangement? What happens at Supervision meetings?

- Supervision must cover a range of activities, spanning the beginning, middle and end stages of the course. Activities that occur within the supervision arrangement include:
  - supervision meetings
  - the Supervisor observing some training sessions and providing feedback / de-briefing after the training session is completed.
  - the supervised teacher providing input into the preparation of training delivery and assessment.
  - the supervised teacher's participation in assessment validation activities.

Current as of December 2016. Check for the most recent version at: [www1.rmit.edu.au/staff/my-employment/forms](http://www1.rmit.edu.au/staff/my-employment/forms).

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- Supervision meetings provide an opportunity for discussion of the course(s) being delivered – areas of discussion can include (but are not limited to):
  - strategies to support specific learners.
  - training delivery requirements, including regulatory rules (*Standards for RTOs 2015*) and funding rules (VET Funding Contract), including managing records that may be required as evidence for audits or internal reviews.
  - assessment evidence gathering techniques.
  - where to locate appropriate resources.
- The supervisor must ensure that sufficient evidence of each supervision meeting is recorded by keeping a written record using the [Supervision meeting record form](#). This evidence must be stored securely and must be readily accessible if required (eg. an auditor may ask to sight this evidence at short notice).

#### **9. When does the supervision arrangement end?**

The supervision arrangement ends when:

- a) the supervised teacher attains the minimum training and assessment qualification, or
- b) the supervised teacher's employment with the University ceases, or
- c) the supervised teacher's work in the program/course nominated on the Supervision Arrangement ends, even if the teacher continues to teach in a different RMIT program or course.

The Program Manager must notify HR within seven days, via HR Assist, that the supervision arrangement has concluded.

Note: A Supervision Arrangement cannot be transferred to a new program. If the supervision arrangement ends and the supervised teacher is to commence teaching in a different program (and does not yet have the training and assessment qualification), a new supervision arrangement for that program is required.

#### **10. Can a supervision arrangement be extended?**

A supervision arrangement should not continue beyond 12 months. In exceptional circumstances, the Head of School may decide to allow the supervision arrangement to be extended for a further 6 months.

The Head of School or Deputy Head/Dean VE must approve the extension using the [Supervision extension form](#).

#### **11. Can a VE Teacher be employed on a fixed term or ongoing contract if they do not yet have the *minimum* training and assessment qualification?**

RMIT staff who do not hold the required trainer and/or assessor competencies are not permitted to be employed on a continuing basis until the qualification has been obtained.

## Vocational Education Teacher Supervision Notification form

Complete this form to **notify HR of the commencement of a supervision arrangement.**

This form must be retained on file in the School and a copy emailed to [hr.assist@rmit.edu.au](mailto:hr.assist@rmit.edu.au) within seven days of the establishment of the supervision arrangement / engagement of the VE Teacher

For further information refer to the Explanatory Notes.

VE Teacher working under supervision	
Last Name:	First Name:
Employee no:	
Course(s) to be delivered under supervision: <i>Provide codes and titles</i>	

Workplace details	
Program (code and title):	
Program Manager:	
School:	
College:	<input type="checkbox"/> Business <input type="checkbox"/> Design and Social Context <input type="checkbox"/> Science, Engineering and Health

Supervisor	
Last Name:	First Name:
Position title:	
Employee no.:	

Supervision arrangement dates	
Establishment meeting date:	
Expected end date:	

Acknowledgement:			
Employee:			
Signature:		Date:	
Supervisor:			
Signature:		Date:	

Approval:			
Program Manager:			
Signature:		Date:	

## Vocational Education Teacher Supervision Establishment Meeting

Complete this form to record the establishment of a supervision arrangement. This form must be retained on file in the School. For further information refer to the Explanatory Notes.

Meeting Record			
Supervised teacher:			
Supervisor:			
Date:		Meeting duration:	
Course(s):			
<b>Supervision meetings schedule:</b> <ul style="list-style-type: none"> <li>A minimum of two meetings are required if the course duration is less than one semester.</li> <li>A minimum of three meetings are required if the course duration is one semester.</li> <li>A minimum of five meetings are required if the course is delivered over two semesters, or if more than one course is being delivered concurrently.</li> </ul>			
First meeting date:			
Second meeting date:			
Third meeting date:			
Fourth meeting date:			
Fifth meeting date:			
Completion date:			
<b>Details of meeting / activities:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Supervision meeting schedule developed.</li> <li><input type="checkbox"/> Discussed the training delivery for the course(s).</li> <li><input type="checkbox"/> Discussed how supervised teacher can provide input to preparation of training delivery and assessment.</li> <li><input type="checkbox"/> Discussed how to locate appropriate resources.</li> <li><input type="checkbox"/> Discussed strategies to support specific learners.</li> <li><input type="checkbox"/> Discussed assessment evidence gathering techniques.</li> <li><input type="checkbox"/> Discussed training delivery requirements: <ul style="list-style-type: none"> <li><input type="checkbox"/> regulatory rules (<i>Standards for RTOs 2015</i>)</li> <li><input type="checkbox"/> funding rules (VET Funding Contract),</li> <li><input type="checkbox"/> how records are managed and potential that they might be required as evidence for audits or internal reviews.</li> </ul> </li> <li><input type="checkbox"/> Discussed participation in assessment validation activities.</li> <li><input type="checkbox"/> Other:</li> </ul>			
<b>Outcomes / decisions:</b>			
<b>Acknowledgement:</b> This is an accurate record of our meeting.			
	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
Supervising Teacher:			
Supervisor:			

Provide the completed meeting record to the Program Manager to be kept on file.

Current as of December 2016. Check for the most recent version at: [www1.rmit.edu.au/staff/my-employment/forms](http://www1.rmit.edu.au/staff/my-employment/forms).

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## Vocational Education Teacher Supervision Meeting Record

Complete this form for each supervision meeting. This form must be retained on file in the School.  
For further information refer to the Explanatory Notes.

Supervision Meeting Record			
Supervised teacher:			
Supervisor:			
Date:		Meeting duration:	
Course(s):			
Details of Meeting/Activities:			
<input type="checkbox"/> Discussed the training delivery for the course(s). <input type="checkbox"/> Supervised teacher gave input to preparation of training delivery and assessment. <input type="checkbox"/> Discussed how to locate appropriate resources. <input type="checkbox"/> Discussed strategies to support specific learners. <input type="checkbox"/> Discussed assessment evidence gathering techniques. <input type="checkbox"/> Discussed training delivery requirements: <ul style="list-style-type: none"> <li><input type="checkbox"/> regulatory rules (<i>Standards for RTOs 2015</i>)</li> <li><input type="checkbox"/> funding rules (VET Funding Contract),</li> <li><input type="checkbox"/> how records are managed and potential that they might be required as evidence for audits or internal reviews.</li> </ul> <input type="checkbox"/> Discussed participation in assessment validation activities. <input type="checkbox"/> Supervisor provided feedback / de-briefing after observing a training session. <input type="checkbox"/> Other:			
Outcomes / decisions:			
Acknowledgement: This is an accurate record of our meeting.			
<b>Name:</b>		<b>Signature:</b>	
<b>Date:</b>			
Supervising Teacher:			
Supervisor:			

Provide the completed meeting record to the Program Manager to be kept on file.

# Vocational Education Teacher Supervision Arrangement Completion form

Complete this form to **notify HR of the end of a supervision arrangement.**

This form must be retained on file in the School and a copy emailed to [hr.assist@rmit.edu.au](mailto:hr.assist@rmit.edu.au) within seven days of the end of the supervision arrangement / engagement of the VE Teacher

For further information refer to the Explanatory Notes.

VE Teacher working under supervision	
Last Name:	First Name:
Employee no:	
Course(s) delivered under supervision:	

Workplace details	
Program (code and title):	
Program Manager:	
School:	
College:	<input type="checkbox"/> Business <input type="checkbox"/> Design and Social Context <input type="checkbox"/> Science, Engineering and Health

Supervisor	
Last Name:	First Name:
Position title:	
Employee no.:	

Reason for End of Supervision Arrangement
<input type="checkbox"/> The supervised teacher has attained the required training and assessment qualification. <b>→ Provide copy of certification and the Tertiary Qualifications form to HR</b> <a href="http://www1.rmit.edu.au/staff/my-employment/forms">www1.rmit.edu.au/staff/my-employment/forms</a>
<input type="checkbox"/> The supervised teacher's employment with the University has ceased.
<input type="checkbox"/> The supervised teacher is no longer teaching in the program/course that was nominated for this supervision arrangement. <b>If the supervised teacher will be teaching in a different program (and does not yet have the minimum required training and assessment qualification), a new supervision arrangement for that program is required.</b>

Approvals:			
Supervising Teacher			
Signature:		Date:	
Program Manager:			
Signature:		Date:	

## Vocational Education Teacher Supervision Arrangement Extension form

Complete this form to **notify HR of an extension to an existing supervision arrangement.**

This form must be retained on file in the School and a copy emailed to [hr.assist@rmit.edu.au](mailto:hr.assist@rmit.edu.au) within seven days of the end of the supervision arrangement / engagement of the VE Teacher.

**Note:** a supervision arrangement should not continue beyond 12 months. In exceptional circumstances, the Head of School or Deputy Head/Dean VE may permit the supervision arrangement to continue for a further 6 months. For further information refer to the Explanatory Notes.

VE Teacher working under supervision	
Last Name:	First Name:
Employee no:	
Course(s) to be delivered under supervision:	

Workplace details	
Program (code and title):	
Program Manager:	
School:	
College:	<input type="checkbox"/> Business <input type="checkbox"/> Design and Social Context <input type="checkbox"/> Science, Engineering and Health

Supervisor	
Last Name:	First Name:
Position title:	Employee no.:

Extension of Supervision Arrangement	
Supervision Arrangement extended until:	
Reason for Extension:	
<b>Supervision meetings schedule:</b> Minimum meeting requirements apply – refer to Explanatory Note 7.	
Meeting Date:	Meeting Date:
Meeting Date:	Meeting Date:
Meeting Date:	Completion Date:

Employee Acknowledgement:		
Name:	Signature:	Date:

Approvals:	Name:	Signature:	Date:
Supervising Teacher:			
Program Manager:			
Head of School OR Deputy Head/Dean VE:			