

## WORKING UNDER SUPERVISION

### 2025 Pre-requisite and Ongoing Requirements

Binnacle Training (RTO 31319) may from time to time use an individual for training and assessment purposes who does not hold the required vocational education and training competencies as a trainer and assessor. Where Binnacle Training, as the RTO working in partnership with secondary schools, engages an individual who is not a trainer or assessor, the individual may work temporarily under the supervision of a qualified trainer, however, does not determine assessment outcomes.

In these instances, Binnacle Training has determined and put in place an effective level of supervision and requirements, conditions or restrictions considered necessary on the individual's involvement in the provision of training and collection of assessment evidence.

In accordance with **Clauses 1.17 - 1.20** of the Standards for RTOs 2015, and the early release to the Standards for RTO's on 1st March 2024, a trainer who does not hold the required competencies as a trainer and assessor wishing to work under supervision must:

- Have vocational competencies at least to the level being delivered and assessed.
- Have current industry skills directly relevant to the training and assessment being provided.
- Hold a qualification that enables registration as a secondary school teacher in any state or territory.
- Be actively working towards a TAE credential.
- Be closely supervised by a qualified trainer and assessor under a Working Under Supervision Agreement to maintain the quality of training and assessment whilst obtaining the required training and assessment credential.

#### **Pre-requisite Requirements of the Trainer and Assessor (Teacher Working Under Supervision)**

**Please refer to these teacher pre-requisite requirements as part of your Working Under Supervision Agreement to enable teachers to deliver a Binnacle Training program. The teacher must have:**

- A Binnacle lounge account, completed the induction and provided their personal details (My Profile Part 1 is 'Current');
- The required industry qualification approved in My Profile Part 2;
- Current industry skills directly relevant to the training and assessment being provided (the VCU is complete, and Profile Part 3 is 'Current');
- A Secondary Teaching degree/registration;
- Enrolled with a TAE provider and commenced the TAE course; and
- A person at their school who meets the pre-requisite requirements to be a temporary supervisor (refer to the requirements list below for temporary supervisors).

## The Ongoing Requirements of the Trainer and Assessor (Teacher Working Under Supervision)

Please refer to the following ongoing requirements a teacher is required to adhere to once they have commenced Working Under Supervision. The teacher must:

- Be making satisfactory progress and provide an update to Binnacle on TAE course progression at the end of every term.
- Maintain evidence of check-ins with the temporary supervisor (minimum of 5 per term) and provide the Temporary Supervision Record Sheet to Binnacle Training at the end of every term.
- Maintain industry and VET currency requirements per semester by keeping the Binnacle Profile status 'Current'.
- Attend Binnacle hosted events, including - Webinars, Workplace Visits, Workshops and ViSC.
- Not finalise assessment outcome decisions (i.e. cannot sign off - meaning student results will not be reported upon).
- Understand Binnacle Training will be closely monitoring the status plan management for all classes, and agree to action any requests based on feedback provided after marking reviews are performed by Binnacle Training (every term).
- Participate in a formal meeting with all stakeholders at least annually (Trainer, Temporary Supervisor, VET Manager, Binnacle Training) if a full TAE has not been obtained by the end of the first year.
- Understand the Working Under Supervision Agreement will be reviewed and renewed by Binnacle Training on a term-by-term basis, and access for students and the teacher may be impacted based on these requirements being met.

## The Ongoing Requirements of the Temporary Supervisor

The requirements to be a temporary supervisor include a person who:

- Is a qualified trainer and assessor (holds a full TAE credential).
- Holds the required industry qualification.
- Has and maintains a 'Current' status within the Binnacle Profile Part 1-4.
- Is accessible and available to provide regular mentoring and support.
- Is willing to take over the class and its responsibilities including marking if required.
- Attends Binnacle hosted events, including - Webinars, Workplace Visits, Workshops and ViSC.
- Participates in a formal meeting with all stakeholders at least annually (Trainer, Temporary Supervisor, VET Manager, Binnacle Training) if a full TAE has not been obtained by the end of the first year.
- Understands the Working Under Supervision Agreement will be reviewed and renewed by Binnacle Training on a term-by-term basis (based on these requirements being met).

**Please contact us on 1300 303 715 to discuss your eligibility for Working Under Supervision in partnership with Binnacle Training (RTO 31319).**