

## Trainer currency and competency matrix

Trainer/Assessor name	
Demonstrating equivalence for the delivery and/or assessment of the following qualification:	
<b>Trainer Qualifications</b>	Where the accredited pathway is being undertaken by the school, the trainer must have <i>Certificate IV in Training and Assessment</i> , the TAE40110 <i>Certificate IV in Training and Assessment</i> , TAEELN411 or its successor and TAEASS502 or its successor, <b>at a minimum</b> .
<b>Desirable qualities for SIDE</b>	<ol style="list-style-type: none"> <li><b>1. Engaging:</b> A trainer must be able to quickly evaluate learner needs and modify delivery methodology and ensure it is effective and engaging.</li> <li><b>2. Relationship builders:</b> A trainer must be able to forge relationships with key stakeholders, SME's, industry and business relevant to their program area.</li> <li><b>3. Strategy developers:</b> They must be able to evaluate the requirements of the course, resources at hand, learner needs and how they comply with real world requirements.</li> <li><b>4. Flexible:</b> Trainers must be able to carry out training needs assessments on their students and adapt material to suit the needs of individual learners. This does not always mean a formal process.</li> <li><b>5. Project managers:</b> Where it is beneficial to do so, a trainer should be able to coordinate and engage external personnel to improve outcomes for the learner and further the learning process.</li> <li><b>6. Innovative:</b> Trainers should be proactive in maintaining their industry currency, including keeping up to date on current processes, trends and knowledge of their subject area.</li> <li><b>7. Trainers and assessors:</b> Trainers must be able to create and maintain a learning environment where learners can effectively learn and demonstrate their understanding of the required skills and knowledge, within the context of the program area.</li> </ol>

<b>Highly desirable</b>	Trainers and assessors should be highly knowledgeable in new and emerging career opportunities and be highly skilled in obtaining all the required information.
<b>Qualification code</b>	52891WA
<b>Qualification title</b>	<i>Course in Early Career Discovery</i>

\*While only elements have been listed, all unit requirements must be considered.

All evidence must be recent and reflect current industry practice. The summary and examples of evidence are to be considered benchmark. Other evidence submitted should be reviewed against the Unit of Competency requirements.

Summary of experience and examples of evidence may be supported with a resume and previous JDF's for positions held. These would have to be verified.

<b>Unit of competency</b>	<b>Elements</b>	<b>Summary of experience demonstrating vocational competence</b>	<b>Verifiable evidence provided</b>
ECDUCD001 <i>Undertake early career discovery</i>	Undertake career and self-awareness and discovery	Be able to assist individuals to identify and understand, their: <ul style="list-style-type: none"> <li>» career values and aspirations;</li> <li>» preferred employment and study preferences; and</li> <li>» own strengths and weaknesses.</li> </ul>	<i>Provide evidence to support your criteria statement in the attached evidence template</i>
		<i>Explain how you meet the criteria</i>	

Unit of competency	Elements	Summary of experience demonstrating vocational competence	Verifiable evidence provided
ECDUCD001 <i>Undertake early career discovery</i>	Investigate pathways to contemporary and emerging skills and careers	<p>Be able to assist individuals to identify:</p> <ul style="list-style-type: none"> <li>» the career models suited to them;</li> <li>» contemporary and emerging occupations and industries;</li> <li>» job clusters and the skills they incorporate; and</li> <li>» education and training pathways to occupations, industries and job clusters. to occupations, industries and job clusters.</li> </ul> <p><i>Explain how you meet the criteria</i></p>	<i>Provide evidence to support your criteria statement in the attached evidence template</i>

Unit of competency	Elements	Summary of experience demonstrating vocational competence	Verifiable evidence provided
ECDUCD001 <i>Undertake early career discovery</i>	Identify career planning tools and activities	Be able to assist individuals to identify and: <ul style="list-style-type: none"> <li>» locate, navigate and use a variety of career guidance tools, resources and information;</li> <li>» list people who can provide career information and advice; and</li> <li>» provide a report on the outcomes of the <i>Course in Early Career Discovery</i></li> </ul> <i>Explain how you meet the criteria</i>	<i>Provide evidence to support your criteria statement in the attached evidence template</i>
<i>Other Comments</i>			

<b>Compliance Officer name</b>		<b>Signature</b>		<b>Date</b>	
<b>SME name</b>		<b>Signature</b>		<b>Date</b>	
<b>RTO Manager name</b>		<b>Signature</b>		<b>Date</b>	