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**Annual Professional Development Record & Plan**

**Trainer Qualification, Training and Experience**

It is an ASQA requirement that trainers stay current with VET requirements and practices along with training and assessment techniques and practices as part of their professional development in addition to retaining their currency and experience in their industry field/s.

Name:

Date Completed:

**Part A Record of activities completed (each year add to this list)** Use this template to record your program of professional development activities already undertaken. Evidence of these activities are to be kept on file by the trainer and may be requested during an internal or external audit

| **Activity**  Ie webinar, workshop, qualification, discussion forum, newsletter, industry experience. | **Date Completed** | **Area of Development (Vocational, VET, TAE )** | **Objectives of activity** |
| --- | --- | --- | --- |
| *EG - TAE40110 Cert IV Training & Assessment qualification* | *1/7/14* | *VET & TAE* | *To learn how to training and assess in the VET sector* |
| *EG –Vet Development Centre webinar – How to design course specific engagement strategies* | *1/9/15* | *TAE* | *To learn about various engagement strategies* |
| *EG – Safety Institute of Australia newsletter* | *Ongoing* | *Vocational* | *Keep up to date with WHS initiatives* |
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**Part B Professional Development Plan for next 12 months From: To:**

RTO Supervisor/ representative who has discussed and agreed on this plan: **Name:**

RTO Supervisor / representative comments on performance gaps / opportunities for improvement:

Use this template to record your plan of professional development activities. *(e.g. attend training in presenting skills, follow discussions on LinkedIn relating to changes in VET, deliver training for x industry, work in x industry)*

In 12 months’ time, move those items that are completed in to the record above and prepare a new plan

| **Priority** | **Skill** | **Method** | **Preferred dates or timeframe** | **Area to be developed (TAE, VET, Vocational** |
| --- | --- | --- | --- | --- |
| *1* | *EG: Currency in Training & Assessment Qualification* | *Complete TAE40116 upgrade course.* | *Completed by March 2017.* | *TAE* |
| 2 | *EG: Understanding the New WHS Laws* | 1. *LinkedIn Group – OHS in Australia* 2. *Membership Safety Institute of Australia which includes monthly newsletters* | *Ongoing*  *Ongoing* | *Vocational* |
| 3 | *EG: Understand the changes to the VET Sector* | *LinkedIn Group – National RTO Network*  *VET Development Centre webinars* | *Ongoing*  *Ongoing* | *VET* |
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