

CURRENCY PROFILE POLICY AND PROCEDURE (VET)



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1 PURPOSE

- 1.1 This policy and procedure outlines the requirements and processes for CQUniversity vocational education and training (VET) employees and third parties to demonstrate how they maintain and record currency of their industry and training and assessment skills.

2 SCOPE

- 2.1 This policy and procedure applies to:
- a) CQUniversity employees who provide training and/or assessment in VET courses and units (trainers/assessors), regardless of their fraction or status of employment, and
 - b) third-party trainers/assessors who provide training and/or assessment on CQUniversity's behalf.
- 2.2 This policy and procedure does not apply to tutors.

3 POLICY STATEMENT

- 3.1 As a registered training organisation (RTO), the University must ensure that its training and assessment practices, and the qualifications and skills of its employees, comply with provisions in the [Standards for Registered Training Organisations \(RTOs\) 2015](#) (Cwlth).
- 3.2 To meet these obligations, the University's training and assessment practices must be relevant to industry needs and informed by engagement with industry.
- 3.3 In accordance with clauses 1.13 and 1.16 of the Standards for RTOs, VET trainers/assessors must:
- a) maintain both their industry currency, which is directly related to their job-specific experience and expertise, and their training and assessment currency, which is directly relevant to the training and assessment they provide, and
 - b) undertake professional development to maintain their industry and training and assessment currency.
- 3.4 Industry relevance and the currency of trainers/assessors' skills are achieved through strategies such as systematic industry engagement, targeted recruitment of appropriately qualified and skilled employees, professional reading, validation of learning resources, and relevant professional development.

- 3.5 The University supports employees to maintain currency and undertake professional development. For the purpose of currency, professional development is defined to be inclusive of a range of activities, examples of which are listed in the [definitions](#) section (see 'professional development').
- 3.6 Sessional teachers (trainers/assessors) must undertake professional development and maintain currency in line with the [Sessional Educators Policy and Procedure](#).
- 3.7 Validation requires the participation of trainers/assessors who have current industry and training and assessment skills (clause 1.11 of the Standards for RTOs). To support the University's systematic validation practices, trainers/assessors must attend at least one validation panel annually as required by the [Continual Improvement Policy \(VET\)](#).
- 3.8 The Teacher Profile Management System ([TPMS](#)) is the University's recordkeeping system that employees must use to record currency and the related evidence.
- 3.9 Third-party trainers/assessors will use the Contract Management System to record currency and the related evidence.
- 3.10 The University uses a points benchmark system to assist trainers/assessors to maintain sufficient currency in each calendar year and to record evidence of their currency. Details about the points benchmark system, including examples of valid currency activities and the points allocated to these activities, are in the Currency Catalogue in TPMS.

4 PROCEDURE

- 4.1 All trainers/assessors who deliver training and/or assessment in VET courses and/or units of competency, must complete a currency profile for each calendar year.
- 4.2 A currency profile is a record of the:
 - a) industry currency activities that the teachers have undertaken in the calendar year to maintain their job-specific experience and expertise, and
 - b) training and assessment currency activities the teachers have undertaken in the calendar year to maintain their VET-related training and assessment experience and expertise.
- 4.3 Trainers/assessors are responsible for maintaining their currency profile in TPMS and for ensuring that evidence of activities that contribute to their currency is uploaded as soon as possible after completing these activities, and ideally, within 14 days of the activity.
- 4.4 Full-time trainers/assessors must meet a minimum total of 100 points for each calendar year, with a minimum of 40 points required in both industry currency and training and assessment currency. Trainers/assessors are encouraged to have a 50/50, 60/40 or 40/60 split of their total 100 points. Trainers/assessors can upload currency beyond the minimum 100 points.
- 4.5 Part-time or casual trainers who are employed at a 0.6 full-time equivalent or less must meet a minimum total of 60 points for the year. This includes new teachers whose work at the University amounts to seven months, or less, in the calendar year. The minimum points to be achieved in both industry currency and training and assessment currency in this instance are pro-rated at 30 points each, for both of these currency areas.
- 4.6 Currency activities and the associated evidence must be achieved and recorded in the calendar year. At the beginning of the calendar year, the currency totals will reset to zero.
- 4.7 Currency may be allocated pro-rata to part-time and casual trainers/assessors. This pro-rata arrangement will mean that casual trainers/assessors must reach 50 points per year if they are teaching more than six hours per week in any one week of the year, and 25 points per year if they teach up to six hours per week in any one week of the year.
- 4.8 If trainers/assessors are concerned they may not meet their minimum currency requirements, they must meet with their direct supervisor to discuss a plan to meet these requirements.

- 4.9 The direct supervisor of the trainer/assessor must include the trainer's/assessor's currency profile and planning in their Performance Enhancement Program ([PEPShare](#)) conversations.
- 4.10 A planning document is available in TPMS to assist trainers/assessors to meet their minimum currency requirements for the year. It is recommended that each trainer/assessor completes this document in January each year.
- 4.11 Deputy Deans VET will generate reports from TPMS biannually and forward to the Head of Course (or equivalent supervisor) to review the currency profiles of relevant employees to ensure that they are on track to meet their minimum currency requirements for the calendar year.
- 4.12 The Deputy Deans VET will approve currency evidence submitted by the trainer/assessor that meets the currency standards listed in the Standards for RTOs and return those that are not valid.
- 4.13 Where currency evidence has been returned, the teacher within the School that lodged the evidence will record detailed comments in TPMS. If the trainer/assessor disagrees with the return of a currency item, they can appeal the decision and a determination will be made by the Director Educational Quality and Integrity, and the Director VET Learning and Teaching.
- 4.14 If a trainer/assessor or Deputy Dean VET wishes to record a professional development activity that is not currently captured in the TPMS Currency Schema, they can request the item be added. The Director Educational Quality and Integrity and the Director VET Learning and Teaching will decide on whether the request will be included.
- 4.15 If a new activity is added to TPMS, or a change is made in the points to be allocated, the Compliance Officer will make the necessary changes in the TPMS schema and inform the relevant Deputy Dean VET and employees.
- 4.16 Trainers/assessors must record their currency in TPMS before ceasing employment with the University. The trainer's/assessor's direct supervisor is responsible for ensuring this occurs.
- 4.17 Trainers/assessors who do not maintain their currency will be directed by their Deputy Dean VET to complete the Currency Profile Plan for the following year to ensure they will meet their minimum currency requirements.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Deputy Vice-President (VET and Business Development) is responsible for implementing, monitoring, reviewing, and ensuring compliance with this policy and procedure.
- 5.2 The Educational Quality and Integrity Directorate is responsible for auditing compliance in line with the associated guidelines.

Reporting

- 5.3 The Deputy Vice-President (VET and Business Development) will report annually (or as required) to the Education Strategy and Innovation Committee on the following matters:
 - a) trainers/assessors who have not met their minimum currency requirements in the previous year, and
 - b) a review of the eligible currency activities and their points allocation.

Records management

- 5.4 Employees must manage records in line with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system. Currency records of CQUniversity trainers/assessors are maintained in the TPMS. Currency records of Third-Party trainers/assessors are stored in the Contract Management system.

- 5.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Assessors: persons who assess a learner's competence in accordance with clauses 1.13 to 1.16 of the Standards for RTOs.

Current industry skills: the knowledge, skills and experience required by VET trainers and assessors and those who provide training and assessment under supervision to ensure that their training and assessment is based on current industry practices and meets the needs of industry.

Industry currency: may be informed by consultations with industry and may include but is not limited to:

- having knowledge of and/or experience using the latest techniques and processes and equipment
- possessing a high level of product knowledge
- understanding and knowledge of legislation relevant to the industry and to employment and workplaces
- being customer/client-orientated
- possessing formal industry and training qualifications, and
- training content that reflects current industry practice.

Professional development for trainers/assessors: activities that develop and/or maintain an individual's skills, knowledge, expertise and other characteristics as a trainer or assessor. This includes formal and informal activities that encompass vocational competencies, currency of industry skills and knowledge and practice of vocational training, learning and assessment, including competency-based training and assessment. Examples of professional development activities include:

- participation in courses, workshops, seminars, conferences, or formal learning programs
- participation in mentoring, professional associations or other learning networks
- personal development through individual research or reading of publications or other relevant information
- participation in moderation or validation activities, and
- participation in industry release schemes.

Trainer and assessor currency: may include, but not be limited to:

- attendance at relevant professional development activities
- participation in networks, communities of practice or mentoring activities
- participation in industry release schemes
- personal development through the reading of journals
- participation in projects with industry, and
- shadowing or working closely with other trainers and assessors.

Trainers: persons who provide training in accordance with clauses 1.13, 1.14 and 1.16 of the Standards for RTOs.

Valid currency activity: professional development activities that meet the definition of currency, as set out by the Standards for RTOs for industry currency and professional development. System training, such as Moodle training, and HR-related training, such as Code of Conduct and Zero Tolerance, are not valid currency activities. These activities do not have direct relevance to the trainer and assessor's vocational or training and assessing skills and knowledge.

7 RELATED LEGISLATION AND DOCUMENTS

[Continual Improvement Policy \(VET\)](#)

[Currency Profile Plan](#)

[Release to Industry Policy and Procedure](#)

[Sessional Educators Policy and Procedure](#)

[Standards for Registered Training Organisations \(RTOs\) 2015](#) (Cwlth)

8 FEEDBACK

8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
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Administrator	Deputy Vice-President (VET and Business Development)
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