

Professional Development – Trainers and Assessors F7



The Standards for RTOs 2015 (Clause 1.16) determines that trainers and assessors will undertake professional development in the fields of knowledge and practice of vocational training, learning and assessment including competency based training and assessment.

Life Saving Victoria requires all staff responsible for the delivery and assessment of training to complete regular and ongoing professional development in the VET discipline to maintain compliance with the standard.

To provide evidence of this requirement, trainers and assessors are to complete this form for each professional development event, including evidence of attendance (example: receipt of event, certificate, letter, etc.) and return it to their respective manager.

Completed forms will be retained on the staff file and presented to governing body representatives on request.

Personal details			
Name		Date	

Professional development activity	
Description of event/activity, date, venue, etc.	Evidence attached (tick)

Personal outcomes (from activity)

I attended the activity on the date indicated and have attached verifiable evidence of participation.

Signature:	
-------------------	--