

# SOP 10.02 – Trainer and Assessor Endorsement

Section 10 – Training and Assessment

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Effective Date – 1 September 2018

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Electronically Controlled Document

## Purpose

- To ensure that all trainers and assessors are appropriately endorsed
- To maintain standards across the organisation
- To ensure consistent practice occurs when training and assessing members who to achieving awards across the organisation
- To outline the minimum requirements to becoming a trainer or and assessor

## Scope

This procedure applies to all members who wish to become a trainer or an assessor

## Procedures

### To become a Training Officer a member must

- Complete the Training Officer course or demonstrate sufficient prior knowledge/recognition of prior learning
- Complete a training session under supervision of an accredited trainer.
- Record and submit a signed training evidence form following the session
- This process is repeated for each award the trainer wishes to conduct.
- Complete appropriate Training forms as requested by LSV

### To become an Assessor a member must

- Complete the Assessor course or demonstrate sufficient prior knowledge/recognition of prior learning
- Complete at least 2 assessments under supervision of an accredited assessor
  - 1 full awards and 1 skills maintenance assessment; or 2 full awards.
- Complete appropriate Assessor forms as requested by LSV

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