

| NSW Department of Education

Smart and Skilled: Teaching and Leadership Policy

July 2016



About the policy

Strong capability in teaching and leadership is critical to quality training under Smart and Skilled. A training provider is expected to build the capabilities of trainers, assessors and administrators to maintain and improve its standard of training.

A training provider, under a Smart and Skilled contract (available on www.nsw.gov.au/education-and-training/vocational), must ensure staff, across all operations, receive professional development to maintain currency of relevant their qualifications. This includes developing and implementing a continuing professional development (CPD) policy.

Smart and Skilled's Teaching and Leadership Policy gives direction on:

- the essential areas a Smart and Skilled training provider must include in its CPD policy
- professional development requirements arising from the NSW Department of Education's (the Department) performance review of a Smart and Skilled training provider
- the Department providing feedback on professional development needs.

How the policy fits with the NSW Quality Framework

Under Smart and Skilled teaching and leadership is the cornerstone of quality training and assessment. The NSW Quality Framework (available on www.nsw.gov.au/education-and-training/vocational) includes professional development requirements for a Smart and Skilled training provider to ensure its students receive quality training.

Validation of assessment

The NSW Quality Framework recognises that assessment practices can impact on quality and confidence in training outcomes. Independent validation of assessment is key to gaining the confidence industry and others in training outcomes. Smart and Skilled training providers and independent assessors must keep up-to-date with current validation of assessment practices.

What professional development activities must staff undertake?

The table below shows the areas in which a training provider must demonstrate to the Department that its staff have undertaken CPD activities.

Teaching and leadership area	Includes...
Teaching/training	Aspects of learning theories, design, facilitation and evaluation
Assessment	Assessment theories, products, processes and validation of assessment
Smart and Skilled contract compliance/continuous improvement	Smart and Skilled contract compliance activities Continuous improvement activities under the Smart and Skilled contract
Industry collaboration	Activities to improve overall quality or compliance, and industry engagement

In identifying the areas prescribed for professional development, the Department has referred to the domains in Innovation and Business Skills Australia's 'Vocational Education and Training Practitioner Capability Framework' (available at www.ibsa.org.au/vet-practitioner-capability-framework).

Professional development requirements from performance reviews

Where the Department undertakes a performance review of a training provider for any reason and where it identifies opportunities for improvement, the Department may direct the training provider to undertake training to meet its Smart and Skilled contract's requirements.

Feedback on professional development needs

The Department, through Training Services NSW, receives feedback from a number of avenues on the professional development needs of training providers, in particular, training providers under a Smart and Skilled contract. For example, we seek advice from industry and training provider peak bodies. We then let Smart and Skilled training providers know the essentials of this feedback.

We also analyse the outcomes of our performance reviews of training providers under a Smart and Skilled contract and any complaints to determine if there are any broader professional development opportunities to improve the quality of training under Smart and Skilled.

Continuing professional development

A Smart and Skilled training provider must develop and implement a CPD policy that reflects the needs of their business but also includes, as a minimum, key staff and management.

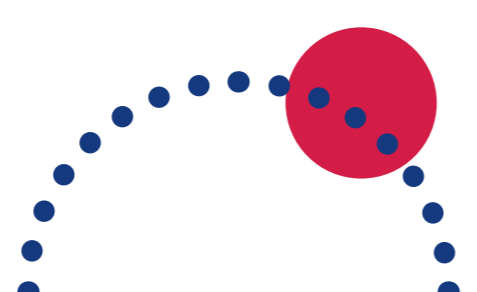
A Smart and Skilled training provider must be able to demonstrate that all staff from each category have participated in CPD activities or have undertaken one or more units of competency from a qualification in an area relevant to their role.

The Department also encourages training providers to establish ways to share the learning attained through professional development activities throughout their organisations.

Which staff must undertake professional development?

Staff that fall under the following categories must participate in professional development activities:

- trainer
- assessor
- administration officer
- individual in a management role.



We acknowledge the homelands of all Aboriginal people and pay our respect to Country.

Say hello

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