



PADI RTO Trainer Skills Matrix

The PADI RTO Trainer Skills Matrix provides evidence of the qualifications and industry currency of PADI RTO Trainers that deliver training on behalf of PADI RTO. The PADI RTO Trainer Skills Matrix needs to be completed initially when registering as a PADI RTO Trainer and must be updated at least annually to record additional industry experience, trainer qualifications changes/upgrades and relevant professional development. As part of the Standards, an RTO's training and assessment may only be delivered by trainers and assessors who have:

- a Certificate IV in Training and Assessment (TAE40116 or TAE40110 + TAELN411/401A & TAEASS502/502A/502B), or a diploma or higher level qualification in adult education
- the vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided, and current knowledge and skills in vocational training and learning that informs their training and assessment including annual professional development in the fields of knowledge and practice of vocational training, and learning and assessment, including competency-based training and assessment

<input type="checkbox"/> Initial registration	<input type="checkbox"/> Annual Update	Date: _____
Name: _____	Member No: _____	Date of birth: _____
Postal Address: _____	State/Territory: _____	Postal Code: _____
Email address: _____	Best phone number: _____	

Part A – Training and Assessment Qualification

List highest Training and Assessment Qualification (e.g. TAE40116 - Certificate IV in Training and Assessment)

Code and title: _____ Awarded on: _____

By (RTO): _____ Role: Trainer Assessor Trainer and Assessor

Working with Children Check Held: Yes (please attach), for what state/territory: _____ Expiry date: _____ No (please attach 'child disclaimer')

Part C – Professional Development

PADI RTO Trainers must be able to demonstrate current industry skills directly relevant to the training and assessment being provided, and current knowledge and skills in vocational training and learning that informs their training and assessment including annual professional development in the fields of knowledge and practice of vocational training, and learning and assessment, including competency-based training and assessment. To help PADI RTO Trainers to meet these requirements, PADI RTO are providing free membership access to VELG – Australia's leading provider of Vocational Education and Training (VET) professional development and consulting services.

	Trainer / Assessor Competence	Vocational Competence	Current VET knowledge and skills
Type: Consulting, Development of Learning Resources, Conferences, Training Sessions, Network, Industry Release, further Qualification, work in industry, VELG webinar, etc.	<i>Training Session</i>	<i>Further Qualification</i>	<i>VELG webinar on VET enrolment</i>
Details of Professional Development Completed / Date Completed and new skills and knowledge acquired	<i>'Developing Assessment Tools and Assessment Validation' through the VET Development Centre – March 2018</i>	<i>RPL completed for SISXOHS101A Follow occupational health and safety policies</i>	<i>Completed 21st January 2018</i>
How have you applied this knowledge/skill to your training/assessing?	<i>Useful when developing Assessment Tools for the new Qualification</i>	<i>I now hold the equivalent qualification currently being delivered.</i>	<i>Implement new requirements for evidence of eligibility checks completed on students.</i>

Date this matrix was completed: _____ Signature: _____