

Guide to Collecting Supplementary Evidence from Authorised Supervisors/Industry Experts

This guide is created to ASQA standards 2022 and provides information about Clause 1.8 of the Standards for RTOs 2015 on using other parties (Authorised Supervisors/Industry Experts).

1. Introduction

- 1.1** To inform a judgement about whether a student has demonstrated competence, a provider needs to gather a range of evidence.
- 1.2** The evidence is gathered from a variety of sources in accordance with the provider's strategies for training and assessment as trainers cannot directly gather all the required evidence that supports a competency judgement.
- 1.3** Supplementary evidence is categorized evidence that are gathered or reported by other people (i.e. Authorised Supervisors/Industry Experts).

2. Evidence

- 2.1** Evidence is information which, when matched against a unit of competency or module, provides proof of competency.
- 2.2** Trainers are required to confirm that evidence is the student's own work.
- 2.3** Where another party (Authorised Supervisors/Industry Experts) is involved in the collection of evidence, instructions will be provided for trainers on how to verify this evidence to ensure it is a true and accurate reflection of the student's skills as detailed in Clause 5.

3. Co-Assessment Arrangement to Collect Evidence

- 3.1** According to the Standards, a 'co-assessment' arrangement can take place where an appropriately qualified WTS trainer works with an authorised supervisor/industry expert to conduct assessment
- 3.2** An industry expert is someone who has the relevant vocational competencies and has current industry skills directly relevant to the training and assessment being provided, but who may not have the appropriate training and trainer competencies.
- 3.3** Under a co-arrangement, the industry expert works alongside a trainer to conduct the assessment and judgement about whether competency has been achieved is made by both parties together.
- 3.4** The Authorised Supervisor form, Service Agreement, Employer Onboarding Form, Supervisor Report and Attendance and Session Progress Report will detail the form of agreement that the authorised supervisor/industry expert must adhere to in the co-assessment arrangement.
- 3.5** The above-mentioned documents will also describe each party's relevant roles and responsibilities.

4. Using Evidence Collected by Other Parties

- 4.1** WTS determines evidence as authentic and appropriate if it has been collected or verified by the Authorised Supervisor/Industry Expert via email confirmation or obtaining signature.
- 4.2** Where signature is not/can not be provided, the Authorised Supervisor/Industry Expert must reply to a declaration email sent for their electronically written approval.
- 4.3** The email declaration will be accepted in place of a signature if the sender is the Employer/Authorised Supervisor/Industry Expert as detailed in the Authorised Supervisor Form.
- 4.4** The above-mentioned processes ensure the assessment processes lead to the collection of quality evidence.

5. Trainers' Responsibilities

- 5.1** Trainers are provided comprehensive guidance about selecting the best person/s to collect evidence.
- 5.2** The appointee will be selected upon their ability to observe or report on the performance of the student and is someone who is in a position to make a valid comment on the student's performance (i.e. a line manager)
- 5.3** Trainers must ensure that the Authorised Supervisor/Industry Expert have been formally delegated supervisory functions from the business owner, CEO or equivalent.

6. Authorised Supervisor/Industry Experts' Responsibilities

- 6.1** Confirmation that the Authorised Supervisor/Industry Expert has agreed to participate in the evidence-gathering process has been provided in the Authorised Supervisor Form.
- 6.2** Where applicable, WTS supplied materials will allow all parties to seek/solicit/provide feedback that is directly related to the relevant unit(s) of competency or module on the student's performance.
- 6.3** During the delivery of the trainee/apprentice's ongoing training, an Authorised Supervisors/Industry Expert must ensure that the Apprentice/Trainee can competently perform the workplace tasks for the corresponding unit to industry and workplace standards as detailed in the Supervisor Report.
- 6.4** The Supervisor Report will clearly identify what is expected to be observed or performed in each corresponding unit to the Apprentice/Trainee's ongoing training.
- 6.5** A Supervisor Report will be emailed by WTS to the Authorised Supervisors/Industry Experts. Authorised Supervisors/Industry Experts must complete and return the Supervisor Report to declare/verify the Apprentice/Trainee's competency.
- 6.6** It is a requirement by VRQA that all Apprentices/Trainees:
 - i)** Are supervised by a qualified or experienced Authorised Supervisor/Industry Expert with relevant knowledge and skills, available at each training session to provide feedback.
 - ii)** Have supervisors to check their progress against and be signatory to the training plan.
 - iii)** Have supervisors to ensure the Apprentice/Trainee can attend monthly calendared training to ensure they are progressing through their qualification.

7. Confirming the Authenticity of Evidence

- 7.1** Trainers will be required to confirm that the evidence is the student's own work.
- 7.2** Where another party (Authorised Supervisors/Industry Experts) is involved in the collection of evidence, instructions are provided for trainers on how to verify this evidence to ensure it is a true and accurate reflection of the student's skills (refer to Clause 4-6).