



Macarthur Community College Inc
RTO ID 6860

POLICY	
Title	Development and Learning
Purpose Describe policy intent	To outline the intent of the College to provide and or support staff and College Council members
Scope List who this policy and procedure applies to	Principal Program Manager VET Manager Office staff Centre Coordinators College Council Members Tutors and Assessors
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015
Definitions	Staff people employed in the College Office i.e. Principal, Managers, Office Staff, Centre Coordinators VET Tutors and Assessors employed to deliver and assess AQF qualifications on College scope
Policy	<p>The College is committed to providing and supporting learning and development to:</p> <ol style="list-style-type: none"> 1. Office staff 2. VET Tutors and Assessors 3. Council members 4. Centre Coordinators <p>This support may be through various opportunities and may include but are not limited to:</p> <ol style="list-style-type: none"> a) College run workshops b) providing relevant information on legislative changes c) providing updates on College policy & procedures d) provide updates on relevant VET environment changes e) disseminate relevant information about learning opportunities when available f) support and encourage professional development through other training institutions (where relevant and/or available) <p>Financial support is at the discretion of the Principal at time of application.</p> <p>VET Tutors and Assessors VET Tutors and Assessors must actively participate in professional development for both their training specification and trainer and assessment skills. Details of their professional development (including validation and moderation) must be provided to the College progressively and formally reported each year upon request. The College will securely record professional development in 4D and this information may be provided to relevant Regulatory bodies as required.</p>



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Relevant documentation	Position descriptions VET Practitioner Capability Framework Validation Policy Tutor and Assessor Matrix			
Communication and support for staff	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request			
Procedure				
Review date	March 2016			
Mapping to Standards for RTOs	1.16, 8.5, 8.6,			
Version and Date issued	Version	1	Date issued	01/4/15
Developed By	VET Manager			
Approved by	Principal			

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