



LECTURERS CURRENCY & QUALIFICATIONS POLICY

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SCOPE: Global College Australasia (Here-in GCA)

AIM: The aim of this policy is to ensure all lecturers are aware of the currency and qualifications requirements set by GCA

PURPOSE: This policy has been developed to ensure compliance with governing legislations and/or regulations notably, but not limited to:

- A. *ASQA Clauses 1.13 to 1.16—Employ skilled trainers and assessors.*
- B. *ELICOS STANDARDS 2018 Standard P6 – ELICOS specialist staff*

EFFECTIVE DATE: 5th April 2021

AUDIENCE: This policy applies to:

- A. An employee of GCA who is engaged in training & assessment of one or more students enrolled into a VET course *and/or*
- B. An employee of GCA who is engaged in teaching & assessment of one or more students enrolled into an ELICOS course.

POLICY STATEMENT

1.1 All employees of GCA, as per described in Audience section of this policy, must at all time:

- A. Hold the VET competency in the unit of competency (Here-in UOC) in which they are training in.
- B. Hold the mandated years of experience in the industry where the skills and knowledge of the VET UOC were applied in.
- C. Hold the relevant currency in the VET unit of competency in which they are training in.
- D. Hold and maintain the relevant currency in the ELICOS topic, module and/or subject in which are in teaching in.
- E. Hold a degree or diploma of at least three years full-time or equivalent, a suitable TESOL qualification and appropriate TESOL teaching experience.

1.2 As per GCA interpretation, holding the VET competency is defined as:

- A. Holding a competency in the current UOC in which the employee is training in, *or*
- B. Holding a recognition of prior learning in the current UOC in which the employee is training in, *or*
- C. Holding a credit transfer in the current UOC in which the employee is training in.



1.3 As per GCA interpretation, holding and maintaining the relevant currency is defined as:

- A. Working in the relevant industry, paid or unpaid, at least once every 52 weeks where all the skills and knowledge of the VET UOCs and/or the ELICOS topics, modules and/or subjects in which the employee is training and/or teaching in have been applied, *and*
- B. Regularly watching videos relative to the course/s the employee is engaged into, *and/or*
- C. Regularly attending seminars/webinars relative to the course/s the employee is engaged into, *and/or*
- D. Regularly participating in GCA or 3rd parties initiated professional development meetings.

1.4 All employees of GCA, as per described in Audience section of this policy, must:

- A. Submit all their relevant qualifications to GCA management prior being engaged in training and/or teaching. GCA management reserves the right to conduct a validation check on qualifications, regardless of Audience Section, for compliance purpose.
- B. Regularly update and submit their trainer's currency unit matrix at least once every year or upon mandated by management of GCA.
- C. Lecturers must attach evidence of currency whilst submitting. Such evidence can be in the form of, but not limited to:
 - I. Roster with their name at the 3rd party venue where the currency has been conducted, *and/or*
 - II. Photos of their participation in their currency at the 3rd party venue, *and/or*
 - III. Signed letters from the 3rd party venue where the currency has been conducted.

Part 1.4.C. I, II and III do not apply if you have conducted your currency training in Allure café or during GCA initiated on-campus professional development.

1.5 Any employee of GCA, as per described in Audience section of this policy, who fails to abide with this policy, may be suspended from training and/or teaching to minimize breaches and/or violations of active legislation and/or regulatory requirements.

1.6 As part of its continuous improvement process, GCA will provide professional development to all employees on a regular basis, which will be recorded for compliance purposes and as per the below frequency:

- A. *ELICOS Training & Assessment Strategy* At least once a year by a postgraduate TESOL qualification holder.
- B. *VET Training & Assessment Strategy* On a termly basis by a fully qualified and experienced GCA employee. This includes practical professional development sessions in GCA kitchen and/or Allure café kitchen and Barista section.
- C. *GCA policies* On a regular basis.
- D. *GCA procedures* On a regular basis.
- E. *GCA processes* On a regular basis.
- F. *Other, when applicable* On a regular basis or upon mandated by management.