

A dark wooden desk with various stationery items. In the top right, there is an open notebook with lined pages and a yellow pencil resting on it. A pair of glasses is also visible next to the notebook. In the bottom left, there is a spiral-bound notebook with a pencil sketch of a jar on its cover. A blue pen lies horizontally across the middle of the desk. The background is a dark, textured wooden surface with some small wood shavings scattered around.

An ELK Organisation learning Resource

How to create a VET Sector Trainer/Assessor CV



About ELK Organisation

ELK Organisation was created to support adult learning. ELK Organisation stands for Education, Learning and Knowledge. ELK specialises in allowing an adult to learn a new skill to develop themselves further. We remove barriers within the learning space to allow for this to happen. ELK Organisation created the VET Sector CV resource as a response within the VET sector for the new Trainers and Assessor completing TAE40116 – Certificate IV in Training Assessment and Education entering into the VET Sector and for any Trainer/Assessor applying for positions within the VET Sector field.

This Resource can be utilised by any Trainer, Assessor or Manager.

Within this resource you will find - recommendations only, that support current industry practices, as the VET Sector is supported by many different factors, these areas that ELK Organisation has suggested may or may not align to all RTO's or individual persons beliefs.

ELK Organisation recognises that there is “no right way” to write/design a VET Sector Trainer/Assessor CV, however there are common standardised practices that can support this and allow for a strong guideline that only enhances leadership and ownership of the Trainer/Assessor portraying their individual skill set.

ELK Organisation believes in lifelong learning, and we support this concept within our everyday business practices, this is a free and open resource. Which allows for the individual to use as they need. This resource can be used for all educational purposes.

In line to this resource, we have created two additional tiers to support this resource. As ELK Organisation understands that every person learns differently at every stage of their life.

Three Tiers:

Tier 1: How to Create a VET Sector Training/Assessor C.V Resource Book – Free resource

Tier 2: C.V template and direct support on how to design your C.V

Tier 3: C.V development and creation for you with full support

For more information please visit

www.elkorganisation.com.au





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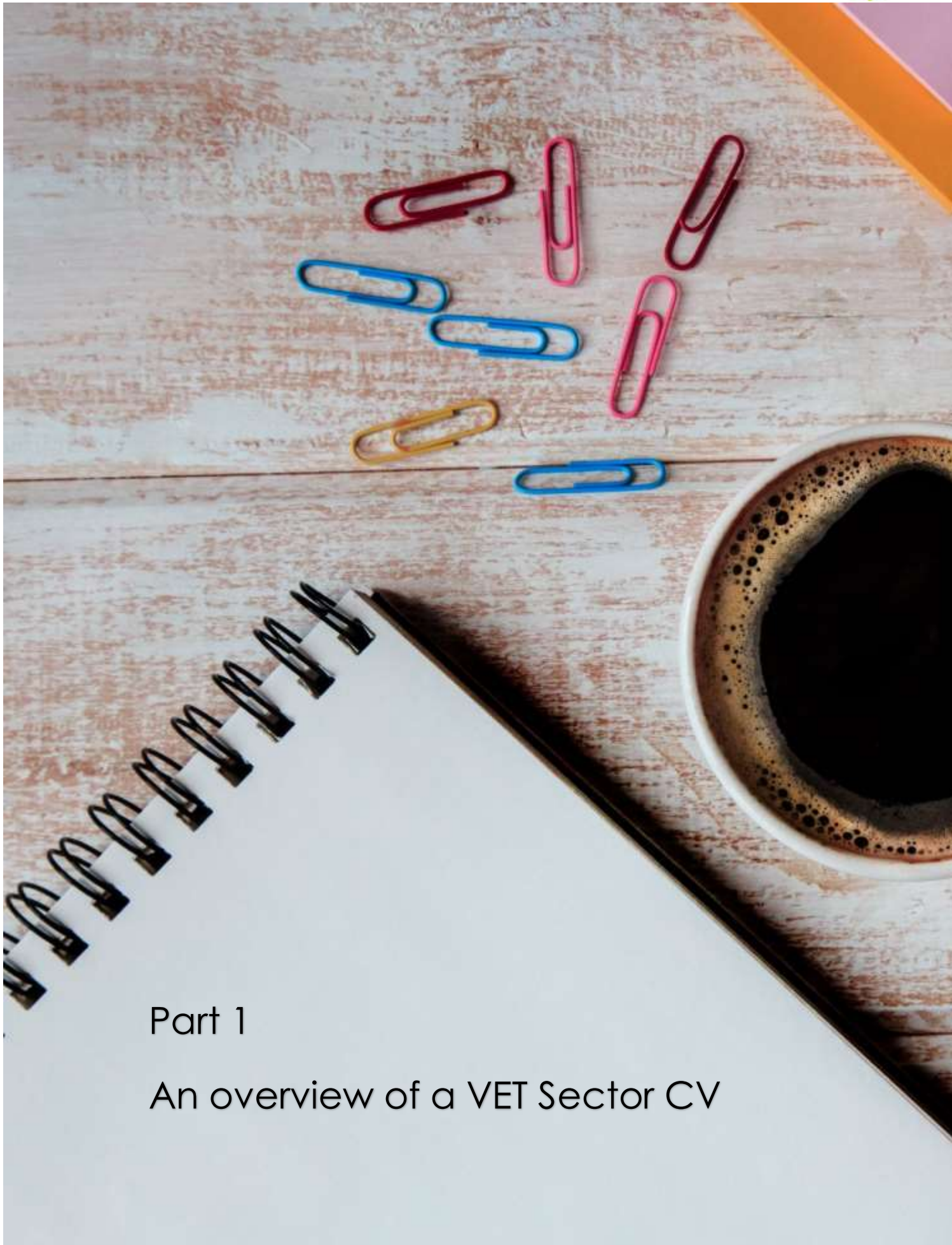
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Part 1

An overview of a VET Sector CV



What is a VET Sector Training CV?

A training CV is a curriculum vitae which is individually designed for the VET sector (vocational Education and Training sector)

There are many reasons as to why this is different to a normal CV –RTO's will only employ persons who are: -

1. Vocationally current –have the industry skills and industry knowledge to assess
2. Vocationally competent –have the units, the qualification to award a qualification
3. Have a TAE40116 certificate IV in Training and Assessment

Each component is different and as important as the rest. The way your skill sets have been laid out is to ensure that you have the best chance of the RTO reading and understanding your expertise.

In each industry you will have variations; ELK resource has simplified the CV template, however in all industries there will be individual requirements, and this is up to you to know. If there is a particular area that ELK recommends you look at, there will be a note. Please read through this resource to ensure you understand your obligations.

If you are new to the industry, it is important that you have a strong VET training CV. It can be designed from your existing one.

Layout of the C.V

ELK organisation has gathered HR training managers to validate our base idea for a training CV. We have taken these suggestions and aligned them to the RTO standards 2015. We then created a workbook, template and a support option for trainers to design and update their own training CV.

RTO Standards 2015

RTOs have requirements for any qualification they have on scope. A training manager who interviews you will be required to abide by these standards, so it is recommended that you become aware of what is expected of you from this perspective. This will assist you with understanding the following components of a training CV Included in this manual you will find each component has a reason, a guideline and a recommendation. ELK Organisation has designed this resource to assist everyone who needs to write one.

Within a training CV you have the following components:

- Career Summary
- Education / Qualifications
- Upgrade if required/management of compliance
- Professional development plan
- Employment History
- Volunteering
- References



Aligning your Industry CV to a VET sector training CV

Look at your existing industry CV, and use as much information as you can from it. However, language is the biggest factor to limit the trainer/ assessor from getting a job, because their training CV doesn't align to VET compliance.

Sourcing the right language for your training and assessor CV

In the VET sector, we train and assess the skill competencies aligned to standards (these standards are found in the RTO 2015, training packages, Units of Competency). Mostly, in an industry CV it is how you utilise the skill competence, rather than what the actual skill competence is. This is highly important when your skill sets as a trainer/assessor are being highlighted. It is also why language is an important part of portraying your skill set.

A simple process to upgrade your language can be used, by looking at TGA and using the language that is found within a Unit of competency.

Note: If you are new to the field : A unit of competency or qualification may sound appropriate but you have to look through the performance criteria, required skill and required knowledge as each unit of competency is designed to fit into a training package. Be especially careful with electives, as these can be used for a large number of qualifications. If you have too much choice, select only the areas you are interested in professionally training in. Make a note for the other ones as being "nice to know" as the more diverse the trainer/assessor, the easier it is to have them on staff. Since both training packages and funding change quickly, this allows the RTO to have a diverse strategy to deliver to cohorts/client needs.

Determine your focus and wants prior to completing this, as some trainers/assessor will have two separate VET C Vs.

1 x Trainer –hours, learner management, workplace workshops

1 x Assessor – LMS (Brightspace, Moodle) online, workplace, LLN requirements



Additional assistance

Finding units of competency to match your industry skill sets

Step 1: look at each of your Industry CV parts

Step 2: Highlight each skill set that you find in your industry CV

Step 3: Create a list of your skill sets

Step 4: Use the search tab on TGA and write in your skill set

Step 5: It doesn't matter for this process if you chose a superseded, deleted or current unit as you are just using it to source language.

Step 6: Always check the **Application** to see if it fits your industry. i.e. the example provided a search that has aligned to the ICP Printing and Graphic Arts training package. If you come across this, refine your search with different words.

Step 7: Open up the Unit of Competency and check the performance criteria – this will assist you with your language

Aligning your skill sets to an AQF level

You can use a similar approach when you are looking at what certificates you can train / assess.

Step 1: Use your Unit of Competency identified

Step 2: Search the Unit of Competency to check what qualifications they can be used within

Step 3: Read through each qualification to find other cores units that you have skill sets for

Step 4: Once you have determined your industry skill set and in the training package streams, you will be able to create a clear pathway for your VET CV.



Part 2

Components of a VET Sector CV



Included in a VET CV



Personal Information

Name

This is your full professionally name that you want to use (so ensure that it matches your qualifications). If you have changed your name throughout your qualifications, it is recommended that you update everything to align.

Location

The location of where you reside doesn't require a physical address, but training will be conducted throughout regions. It is recommended you place a location that is central to the radius you will be willing to travel for training.

Postcode

Most training is conducted in multiple locations and training managers will not necessarily know all suburbs based on your location. A training manager will google search your location via postcode to see if it works with training opportunities, so ensure that the postcode matches the location.

Mobile

Place your mobile number that you have access to and check regularly. Ensure that your voicemail is clear and simple, also that your name matches your CV. This is especially important if you have a nickname that varies from your professional qualifications name as it will make a training manager unsure as to whether this is the right voicemail.

Email

The email address is required to be simple and professional. Most training organisations will give you another email address to correspond with their learners, however, your email address requires you to look professional if they don't offer an organisational email.

LinkedIn Profile

LinkedIn profiles are very important as some organisations will outsource their recruitment process, depending on who is reading your CV. It is recommended that your C.V is uploaded to your LinkedIn profile, and your profile is current.



Career Summary

DATE	ROLE	ORGANISATION

Career summary

A career summary is just a quick summary of your CV. This is where you place organisations and roles that are relevant to the Training employment that you are applying for. For example, if you were applying for a training role, you would make a summary of the times you have delivered the qualification and your role in doing so.

If you are applying for an assessor role then, you would summarise the assessor history and how you assessed. For instance, online learning platforms (Moodle, bright space) on the job, workplace, TAFE, simulated.

The career summary is the best way for you to highlight not only your versatility, but your depth of understanding – this is highly important in all hiring under the Standards RTO 2015.

All VET Sector RTO want to see that you are compliant and easy to be audited within the guidelines, so ensure that your career summary has industry currency (you doing something to stay current in the industry that you are training within) and industry competence (the correct level of training experience). Even if the industry currency is based on volunteering it is still relevant to the qualification.

Note: you can place 1 career per skill requirement.

- You in the industry
- You in trainer/assessor role

If you find you have only 1 and not the other, your professional development and volunteering component should cover this.

Date

Within 5 years, for any currency dates, most RTO will not accept anything over 2 years. ELK recommends looking at your industry and your training package and assessing when, or how long ago, the package was upgraded, updated or released. It is also recommended you look at your SSO to see industry updates regarding skill set and currency expectations.

Role

Ensure the role that you place is authentic, but also has direct relevance to your application. Make it clear that you can train, assess, facilitate, and do anything else that is required.



Organisation

The organisation for the career summary will be the area that the training manager calls or requires a job reference from. This is done with or without your agreement. Considering the nature of the industry, in some cases RTO are known well and networking happens. 80% of all training roles are filled through recommendations. Know that if you put an organisational name down the training manager may know it, know of the field, or know someone that worked with you. If not, they will request the reference from here, because it is the most compliant reference.



Education & Qualifications

Currently in the process of upgrading all qualifications to ensure that they align to the 2015 standards.

DATE	QUALIFICATION	Original ORGANISATION	Professional development plan

Education / Qualifications

Education/qualification is directly aligned to your industry competence and whether you have the appropriate qualifications to deliver / assess any training. This section, you will be looking at your qualifications, the currency of them and whether or not they require a professional development plan.

Ensure that you don't just put all of your certificates up in this section. The important information will then be lost and a training manager will only see that you don't understand currency.

Remember the 2-5-year rule –all codes should be within the past 5 years.

- Note: there are exception to all guides; remember your industry is completely different from the next persons'. These are recommendations – please note that the level of industry competence is reflective of the level that you are applying to train/assess. The VET sector does cover AQF level 1 – 8, however the Advanced Diploma – Graduate Diploma is limited to only certain streams. You may be recommended to have a university degree that relates to your industry, not the VET sector space.
- Note: you are unable to get a clear understanding of expectations for your skill set, as each RTO is required to create their own level of compliance. This makes it difficult for the individual trainer/assessor to submit a compliant CV. What is important though, is that most areas are able to be supported with a variety of options Such as joint teaching and professional development.

Non-VET Qualification that can be included in this section:

- Doctorates
- Teaching EAL
- Degree if applicable to qualification (engineering, electrotechnics)
- Licencing
- Appropriate degrees/ higher education

Certificates and Codes

How to read and complete certificate information and check currency of information.

When you are filling in your information for the certificate, it is important to check your codes, dates, currency and the transcript, as the units that you are teaching for each RTO will differ slightly based on the contextualisation of the clients and electives.

In order to check this, you will need to have the certificate name, code, title, transcript and units included; cores will be the same, but electives will differ.



When you have identified this information, you will be required to go onto TGA.gov.au and research the qualification details. Check to see if the code, name and version match, and if any of your information is not aligned.

You may not know the electives that have been selected by the RTO prior to the interview, however it is important to know what directly aligns and what you should be considering for your professional development plan.

Note: it is very common to find a change in certificate code /versions/ industry upgrades. This doesn't mean that you are unable to apply for Training and Assessment positions, as this is where your industry currency and training and assessment professional development support you. However, there may be a recommendation or a must have; each industry will be completely dependent on the industry.

Depending on where you are coming from, everyone will have something they need to be aware of – i.e. if they are new to the industry, or don't have enough training and assessment experience. Some senior or experienced trainer, assessor certificates require an upgrade. For instance, workplace trainer and assessor returning to the RTO world after being in the industry, outdated learning practices aligning to the VET sector, or TAE changes.

Date

The date of the certificate is found on the certificate itself, the date that the certificate was issued. Ensure that the date matches.

Name of qualifications

Place the code and title of the qualification here. RTOs work solely with codes as it allows them to clearly see when a qualification was released and whether it is still current and an accepted practice. Note: always check your codes with your certificates and TGA.

Upgrade if required/management of compliance

This part is where you have checked your qualifications, if there are any upgrades, changed versions, industry requirements. You will describe the next steps of what you will be doing to support this.



Professional Development

Professional development		Purpose of development	Type of development
Dates	name		

Professional Development

Creating a professional development plan

A professional development plan is a professional outlook on how you will take responsibility to maintain your skill sets, showcasing and reassuring the future employer that you understand your training/assessment requirements.

The upgrade process can be a long term or short-term requirement; it is not set in stone unless it is an industry must have – i.e. safety, TAE, license, police check, working with children, etc

What is included in a professional development plan?

Professional development is a dual-purpose area. It is for you to explain how you maintain the currency and competency of your skill and knowledge; it is also to determine the validity of your TAE qualification. Within a membership you will be required to identify the organisation and the purpose and type of engagement have had with the organisation.

Ensure that the professional development purposes only align to your industry or the individual units of competency of your qualifications. The easiest and quickest way to build a strong professional development portfolio with a focus, is this by aligning your industry qualifications (look at your transcripts for the individual units), and your qualification that you would like to train or assess (look on TGA). Once you have done this, you will have a list of skills sets which can each be supported within a professional development plan.

It is not expected for you to have everything up to date, as this is a holistic and organic plan; it continually evolves. What would be expected is for you to identify and plan for future opportunities, approximately 6 – 9 months in advanced. Another note to make would be that, the professional opportunities may come into discussion with a training manager and if so, you may be able to get sponsorship.

All professional development can be tax deductible, so ensure that you consider all opportunities. If you are unable to afford one or if there is a limited timeframe, place that on your ongoing wants list or aims for the following year. Within interviews, training managers want to discuss what you have found because it may be useful for other trainers and assessors. It shows understanding and awareness of your industry needs.

Professional development

Professional development should be a name, an action or an engagement. Types of professional development are endless, along as it aligns to the purpose, which aligns to the core value of individual areas.

Purpose of development

The purpose can be anything, as long as it is applicable to the nature of your training or assessor skill set. Look at the purpose as a 360 view of your skill set as a trainer/assessor. Vocational currency –how you are going to maintain your industry skill and knowledge. Vocational competence –how you are going to keep all your licences, qualifications and additional requirements up to date. TAE management – how you are going to continually grow as a trainer/ assessor while supporting the learners and the VET sector changes.



Type of Development

in order to count a professional development activity, you must have engaged with it. You are required to provide proof if necessary. The type of development is really about how you developed yourself.

Types of engagement could be, but are not limited to:

- Direct networking
- Workshops
- Comments on links
- Watching podcasts
- Listening to webinars



Employment History

Date – Present

Responsibilities

Achievements:

Employment History

Employment history is the same standard as a normal CV. ELK recommends for you to identify the nature of the work, however, use your qualifications that you want to train as a guide. Please do note, that if you wish to train at an AQF level 3 it is recommended that you have a higher level of industry skill set. Write your job description against an AQF level 4 or 5 (Diploma)

It is important that you consider showcasing the top 3 employment positions that you have held, but there is a risk of your CV becoming too long. Therefore, select the position that supports your skill set for training and assessment the best. Remember the level of your skill set should be seen as higher than the qualification you wish to deliver.

Date – Date

Date is the date that you started; ELK recommends only referring to the month/year that you were in that position.

Responsibilities

Ensure that your responsibilities are similar in language and terminology to the VET sector, not your vocational field. This is because the language that is used and recognised is the VET sector. If you are struggling to use this language, look into your fields and source the appropriate UOC. This will then assist you with the type and style of the skill set.

Achievements

Achievements are to be aligned to significant industry influences, as in order to become a trainer/assessor you are also becoming an advocate for the industry. In order to be an advocate, it is good to see a strong pride and leadership taken while in the industry.

Achievements must be real, able to be proved, and accountable so that you can discuss them and their influences within the organisations.

Types of achievements

- Customer satisfaction – statistics, feedback
- Awards
- Certificates
- Sales
- Leadership opportunities
- Outcomes and results
- Learner engagement
- Student management
- Trainer additional support
- Redesigning programmes, platforms



Volunteering

Year	Type
Year	Type

Volunteering

Volunteering is an additional option. As a trainer in the field, is it not expected that you have completed any volunteer work, however, if you are new to the field of VET, it is very hard to showcase your student management and learner engagement abilities. If you haven't been engaged with adult learners prior to the TAE certificate IV in Training Assessment and Education, then volunteering at a programme can showcase your wants and passions. Training managers need to (or would prefer) to have a referee that supports your ability to engage and support learners. There is a huge risk for RTOs to take on new trainers/assessors with no experience, and it is very hard for new trainers/assessors to get the opportunity to develop their skills as a trainer/assessor without being hired. Volunteering is a great start. Ensure that you try to support a programme similar to the one you want to train/assess.

Year

Currency plays a large part in volunteering, so ensure that your volunteering was within the last 5 years if you no longer engage in it

Type

Type of volunteering; only place volunteer options that align to your industry, ensuring that you include how it is beneficial to your training industry competence. Highlight these points through the explanation of volunteering.



References

Available upon request from

References

Place your email address here, or phone number and name. Have a couple of options for references. If you have never trained within the VET sector before, maybe your TAE trainer, or a manager who has seen you training within a past workplace can be a reference for you. The reference is about your ability to support the learner, complete tasks and align to compliance. Within the training sector, you will find that eventually you will be offered positions without a reference.