


	Title: <b>Non Cert IV Supervision Policy (VET)</b>	
	Version: 1.00	Date: 20/9/2017
	Policy Area: Academic	Next Review: 20/9/2019
	Approval: Academic Board	Signature: 

### **Non Cert IV Supervision**

The delegate of the Principal, the Director of VET, shall arrange for supervision, support and guidance to be provided by a qualified trainer and assessor staff to those staff that do not hold training and assessment qualifications. Supervisory staff will remain accountable for all training provision and collection of assessment evidence by the individual under their supervision. Staff who do not hold the trainer and assessor qualification will not be able to determine assessment outcomes. Supervision measures must be documented and recorded in the '**Non Cert IV Supervision Log**' and uploaded to PCFs.

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## Appendix 2: Document History and Version Control Record

**Document Title:** Non Cert IV Supervision Policy (VET)  
**Source Documents:** Audit Ready Stock Policy  
**Associated Internal Documents:** Faculty and Staff Recruitment and Induction Policy  
Staff Induction Policy  
**Associated External Documents:** Standard 1.17-1.20  
**Authorised Officer:** Compliance and Administration Officer  
**Approved by:** Executive Team  
**Date of Approval:** 21/09/2017  
**Assigned Review Period:** As per the review schedule  
**Date of Next Review:** 20/09/2019

Version Number	Version Date	Authorised Officer	Amendment Details
D0.01	20/09/2017	Director Online Learning	Approved draft
V1.00	20/09/2017	Director Online Learning (C Vose)	Approved Version 1.00 – No changes made from D0.01

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