

Trainer Assessor Matrix



The following matrix maps the trainer assessor qualifications and experience to the unit of competency of the qualifications/courses you will be delivering. This information is required by the Department of Employment, Education and Training (DET) to assess your qualifications to deliver the qualification/course listed below as required by the Australian Quality Training Framework (AQTF)

Please use this form and fill out a form for each qualification/UOC/course you are training and/or assessing in. Please see example of a completed form below.

Completed example

Trainer/assessor matrix of Nortec Employment and Training Limited for : THH 31502 Certificate III in Hospitality(Commercial Cookery)						
Name of trainer/assessor: C Smith					Initials: _____	
Verified relevant trainer/assessor qualifications	Verified relevant vocational qualifications	Verified current experience (within 5 years)	Qualification/ accredited course/ UOCs able to deliver/assess	Deliver (D) and/or assess (A)?	Supervision arrangements required Yes or No	Professional development – recent or planned e.g. Workshop
Please provide 1. NTIS code 2. NTIS title 3. Issuing RTO 4. Issuing date	Please provide 1. NTIS code 2. NTIS title 3. Issuing RTO 4. Issuing date		Please provide 1. NTIS code 2. NTIS title For all qualifications units/courses		If yes, please provide details	Please provide NTIS code and title where relevant
BSZ40198 Cert IV in A&WT TAFE NSW Sydney Institute 10/12/02 TAA40104 Cert IV in T&A Great Lab 1/9/06	THH41397 Cert IV in Hospitality (Comm Cookery) TAFE NSW\ 1/3/98 THH51297 Dip of Hospitality (Management) TAFE NSW, NSI 6-7-1999	Sous chef and instructor, Aust Navy 2003-2008	THH31502 Cert III in Hospitality (Commercial Cookery), all units	D & A	No	Hospitality TP consultations workshop, 3/3/07 DET Assessment Validation Workshop, 10/05/07.

Trainer Assessor Matrix



The following matrix maps the trainer assessor qualifications and experience to the unit of competency of the qualifications/courses you will be delivering. This information is required by the Department of Employment, Education and Training (DET) to assess your qualifications to deliver the qualification/course listed below as required by the Australian Quality Training Framework (AQTF)

Please use the form below and fill out a form for each qualification/UOC/course you are delivering. Please refer to example of completed form on previous page. Please add extra rows as required.

Trainer/assessor matrix of Nortec Employment and Training Limited for:						
Name of trainer/assessor:						Initials: _____
Verified relevant trainer/assessor qualifications	Verified relevant vocational qualifications	Verified current experience (within 5 years)	Qualification/ accredited course/ UOCs able to deliver/assess	Deliver (D) and/or Assess (A)?	Supervision arrangements required? Yes or No	Professional development – recent or planned e.g. Workshop
Please provide 1. NTIS code 2. NTIS title 3. Issuing RTO 4. Issuing date	Please provide 1. NTIS code 2. NTIS title 3. Issuing RTO 4. Issuing date	Refer example previous page	Please provide 1. NTIS code 2. NTIS title For all qualifications units/courses	Enter as required	If yes, please provide details	Please provide NTIS code and title where relevant



The following matrix maps the trainer assessor qualifications and experience to the unit of competency of the qualifications/courses you will be delivering. This information is required by the Department of Employment, Education and Training (DET) to assess your qualifications to deliver the qualification/course listed below as required by the Australian Quality Training Framework (AQTF)

Declaration by the Trainer/Assessor:

The information contained in this trainer assessor matrix is correct at the time of completion.

**NOTE: Each page to be initialled by trainer/assessor for authenticity.
Copies of all verified trainer/assessor qualifications and current experience must be attached.**

**The signed printed copy of this document must be sent to the Manager, Training Services Unit at NORTEC Training
(PO Box 6305 South Tweed Heads NSW 2486 or delivered in person as agreed)**

**Remember you are signing this document to say that the information you have supplied is correct.
This matrix should be updated each year to correctly reflect what you are delivering in that year.**

Trainer/Assessor (Signature):		Date:
Training Services Unit (TSU) Manager (Name)		Date:
TSU Manager Signature:		
Office use only Recorded by _____ on ____/____/____		