



Mastery Institute Australia

**Professional Development
Policy and Procedure**

Version 1.1

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1. Purpose and Legislative Background

Each staff at Mastery Institute Australia is required to compile an individual professional development plan. This plan is to be reviewed annually and forms the basis for our distribution of financial support for individual professional development activities.

Outcome Standards for RTOs, Standard 3.1, 3.2 and 3.3 requires Mastery Institute Australia to ensure that all its trainers and assessors undertake professional development in fields of knowledge, practice, learning and assessment.

Approval by the CEO does not guarantee financial support for the plan but does ensure that it will be considered when financial support is distributed and will depend on our financial position.

2. Scope

This policy applies to the trainers, assessors, and other academic staff of Mastery Institute Australia.

3. Policy

It is a requirement as a Registered Training Organisation to provide for the continued professional development of staff members. Specifically, Mastery Institute Australia academic team is required to apply systems to maintain and develop the professional competence of trainers and assessors and training support personnel. This includes ensuring that staff maintain the currency of their knowledge and skills relevant to the training and assessment being delivered or the role they perform. This requirement has three specified components:

- Continued development of their vocational competence (i.e., trade/industry skills and knowledge).
- Continued development of their training and assessment competence (if applicable to the role); and
- Continued development of their awareness of applicable legislative and enterprise requirements.

To achieve this, Mastery Institute Australia will implement professional development in two strategies:

- Individual professional development, and
- Collective professional development.

3.1 This policy aims to:

- Provide support for career advancement, so that we will retain staff who perform well.
- Prepare staff members for possible future responsibilities within Mastery Institute Australia.
- Enhance the standard of performance of all staff members in their current jobs.
- Maintain and increase job satisfaction.
- Improve and develop the ability of staff members to initiate and respond constructively to change.
- Maintain and continuously improve the vocational skills and knowledge of trainers and assessors.
- Provide a procedure for staff to play an active role in their professional development; and
- To ensure trainers and assessors maintain the currency of vocational skills and knowledge.

3.2 Support for professional development

The following principles guide the distribution of financial support for individual professional development:

- Mastery Institute Australia has registered with VELG to provide access for college staff to their professional development library
- Mastery Institute Australia will provide Professional Development opportunities for training staff within the college in different administration areas/ leadership and management support.

3.3 Collective professional development

Collective professional development includes all professional development activities organised and facilitated by Mastery Institute Australia for the participation of all staff members. Activities that may be included in collective professional development include:

- In house training
- Attendance at workshops and seminars

- Trainers and assessors' moderation
- Induction training
- Focus groups

We will develop a collective professional development schedule that meets our requirements under Standards for Registered Training Organisations and accurately reflects our training tempo and business priorities. The Academic Manager is responsible for the development and implementation of the collective professional development schedule. This schedule is to include an annual training session on the legislative requirements applicable to Mastery Institute Australia operations.

3.4 Recording Professional Development

To ensure an accurate record of professional development activities, all staff members are required to submit evidence of their professional development to administration.

All trainers/assessors will be required to submit the completed Professional Development Log (MIA template) at the end of December each year to record the professional activities they have completed during the whole year (12 month period) together with PD evidence. A newly recruited trainers/assessor will be required to complete the Professional Development Log to record their professional develop activities during the last 12 months prior to their commencement of work at MIA.

3.5 PD Evidence Guide

The following table describes some of the currency activities and the evidence may be obtained by staff.

Currency Activity	Evidence Guide
Formal Professional Development leading to a nationally endorsed qualification	AQF Qualification with a copy of Transcript
Working in industry part-time	Work log or equivalent
Formal Professional Development leading to a Statement of Attainment	Statement of Attainment
Non-accredited Professional Development – Conference / Workshop	Certificate of Attendance or other proof

Delivering workplace training	Work log or equivalent
Work Placement (vocational) less than five days	Work log and post-activity report
Development of learning and assessment materials	Example of developed materials
Internal Professional Development – Half-day or less	Attendance record
Work Shadowing	Work log and post-activity report
Industry site visit (half-day)	Post activity report
A networking event (face-to-face)	Certificate of Attendance or other proof
Subscription to Industry Journal	Subscription fee receipt or letter of confirmation
Subscription to email-based newsletter	Confirmation of subscription
Membership of an Industry Association or Professional Group	Receipt of membership fee or letter of confirmation

3.6 Trainer Records Management

It is a requirement as a Registered Training Organisation to retain verified copies of relevant staff records. It is good management to ensure that these records are retained with accuracy and integrity. Mastery Institute Australia is to retain these records in both hard copy and electronic format.

Hard copy records are to be maintained by CEO in a designated file and be stored in accordance with the records retention and reporting policy. Electronic files are to be stored in a structured folder and hyperlinked within the Staff Records. The attachment field may be used to attach and retain commonly used electronic copies of staff records.

The following list defines what documents must be maintained in both hard copy and electronic format:

- Completed staff induction record
- A certified true copy of trainer/assessor qualifications
- A certified true copy of vocational qualifications



- Evidence of equivalent competence if applicable
- Updated Curriculum Vitae or Resume detailing the professional history
- Employment contract / Service Agreement, signed by a staff member and CEO
- National Police Check (if applicable)
- Evidence of recent professional development
- Individual professional development plan
- USI Record

4. Management action & Responsibility

Refer to the Matrix for details.

The policy must be approved by the CEO before it takes effect.

P&P Version Control	
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Approved By:	CEO
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Standards:	Outcome Standards for RTOs, Standard 3.1, 3.2 and 3.3.
Responsibility	CEO and Compliance Team
Reference	Outcome Standards for RTOs, Standard 3.1. Effective workforce management ensures appropriate staffing to deliver the services. Outcome Standards for RTOs, Standard 3.2. Training and assessment is delivered by credentialled people with current skills and knowledge in training and assessment. Outcome Standards for RTOs, Standard 3.3. Training and assessment is delivered by people with current industry skills and knowledge relevant to the training product.