Smart and Skilled
Teaching and Leadership Policy

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NSW DEPARTMENT OF EDUCATION AND COMMUNITIES
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Smart and Skilled
Teaching and Leadership policy

The Smart and Skilled NSW Quality Framework promotes Teaching and Leadership as the cornerstone of quality training and assessment. The Quality Framework and the Smart and Skilled contract have professional development requirements for providers to ensure quality training.

The Quality Framework recognises that assessment practices can impact on quality and confidence in training outcomes. Validation of Assessment is key to gaining confidence by industry and others in training outcomes. It is essential that trainers and assessors remain up to date on contemporary validation of assessment practices.

Smart and Skilled providers are expected to undertake professional development for all staff across all of the Registered Training Organisation’s operations and to maintain currency of relevant qualifications. This includes the development and implementation of a provider Continuing Professional Development (CPD) policy.

The Smart and Skilled Teaching and Leadership policy gives direction on:

- essential elements of a provider developed Continuing Professional Development Policy
- professional development requirements from performance reviews
- providing feedback on professional development needs.

Continuing professional development

Smart and Skilled providers must develop and implement a CPD policy that reflects the needs of their business but includes, as a minimum, key staff and management involved in identified professional development, as described below.

Who are required to undertake professional development activities?

RTO staff from each of the following categories must participate in approved professional development activities:

- trainers;
- assessors;
- administration officers; and
- individuals in an RTO management role.

The Smart and Skilled provider must be able to demonstrate that staff from all categories participated in CPD activities, or undertook relevant unit/s of competency from a qualification, in specified areas relevant to their role and functions.

RTOs are also encouraged to establish mechanisms for sharing of learning attained through professional development activities throughout their organisations.

What professional development activities must be undertaken?

There are four areas in which Smart and Skilled providers must demonstrate continuing professional development (CPD) activities.
### Professional development requirements resulting from performance reviews

Where a performance review of a Smart and Skilled provider is undertaken for any reason and where opportunities for improvement are identified, the provider may be directed to undertake training to meet Smart and Skilled contract requirements.

### Providing feedback on professional development needs

State Training Services receives feedback through a number of avenues on professional development needs of RTOs and in particular those providers under contract.

Under Smart and Skilled, State Training Services will continue to seek advice from industry and provider peak bodies on professional development needs. State Training Services will analyse the outcomes of performance reviews and complaints to determine if there are any broader professional development opportunities to improve the quality of training under Smart and Skilled.

### Policy review and reporting

The Teaching and Leadership Policy will be reviewed annually to incorporate improvements and refinements in response to developments in national and state policy and industry and provider feedback.

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<table>
<thead>
<tr>
<th>Smart and Skilled Teaching and Leadership Areas</th>
<th>Description</th>
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<tbody>
<tr>
<td>Teaching / Training</td>
<td>Includes aspects of learning theories, design, facilitation and evaluation</td>
</tr>
<tr>
<td>Assessment</td>
<td>Includes assessment theories, products, processes and validation of assessment</td>
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| Smart and Skilled Contract Compliance / Continuous Improvement | Includes:  
  - Smart and Skilled Contract Compliance Workshops  
  - Continuous improvement workshops under the Smart and Skilled contract |
| Industry Collaboration                        | Includes activities to improve overall quality or compliance, and industry engagement |

In identifying the areas prescribed for professional development, State Training Services has referenced and provided some alignment to the domains included in the IBSA VET Practitioner Capability Framework. The framework can be found at [www.ibsa.org.au/vet-practitioner-capability-framework](http://www.ibsa.org.au/vet-practitioner-capability-framework).