

# Guide to the workplace supervision of course learners

Supervision is a key element of the Training Contract between you and the learning participant. Supervision in the workplace is critical to enabling the participant to become competent within a safe work environment.

The participant enters into a formal training contract that sets out the rights, responsibilities and obligations of both parties for the period of the contract. This contract contains a Training Plan which lists the units of competency the participant must undertake to be awarded a qualification. Both the participant and you retain a copy of the Training Contract for your reference.

Under the terms of the Training Contract, you must provide the appropriate facilities and experienced persons to facilitate the training and supervise the participant while at work, in accordance with the Training Plan.

Levels of supervision vary according to the working conditions and progress in the participant's confidence and abilities. You are to provide supervision arrangements that are not only sufficient for their learning at any particular time but that also meet legislative (legal) requirements.

*Note: Dependent upon your state or territory the Occupational Health and Safety Act or Work Health and Safety Act, requires that the supervisor provides the necessary supervision to allow their employees to work in a safe manner without risk to their health. **The advice in this guide does not remove or limit an employer's duty under Occupational Health and Safety or Work Health and Safety Act legislation, nor under any legislation or common law relating to duty of care and negligence.***

Supervision at work is to be undertaken by another employee who has the skill and knowledge to be a participant's supervisor. For additional guidelines to supervision go to:

- [https://www.training.nsw.gov.au/aacs/advice\\_instructions/supervision\\_app\\_trainee\\_workplace.html](https://www.training.nsw.gov.au/aacs/advice_instructions/supervision_app_trainee_workplace.html)
- [www.skills.vic.gov.au/industry/recruiting/training/how\\_to\\_supervise](http://www.skills.vic.gov.au/industry/recruiting/training/how_to_supervise)
- <http://apprenticeshipsinfo.qld.gov.au/information-resources/info-sheets/is13.html>
- <http://www.trainingwa.wa.gov.au/apprenticentre/detcms/navigation/employers/expectations-and-where-to-gethelp/what-is-expected-of-me-as-an-employer>
- <http://www.tasc.sa.gov.au/LinkClick.aspx?fileticket=do9kT340xxU%3d&tabid=138>

Participants must be properly supervised and given the appropriate tools, materials and instruction to both work and learn effectively. Other people responsible for providing training in the business, should see themselves as mentors to their participants.

## Supervisor's responsibility

Whoever undertakes the supervision, your company remains responsible for the quality and safety of the supervision being provided. This also allows the company to ensure that the participant is made aware of just how the company wants them to be involved in the business, so that a good employer-employee understanding is reached, for the benefit of all.

## What is assessment?

Assessment means collecting evidence about the participant's skills and knowledge, comparing the evidence to a set of industry-based standards and judging whether, on the basis of the evidence gathered, the participant meets those standards.

A Qualified Assessor will carry out the assessment. This will mean determining whether the participant is 'competent' or 'not yet competent'.

**Workplace supervisor responsibility - As a workplace supervisor you will not be required to make decisions on the participant's competence but you will be requested to provide evidence of how they have applied their skills consistently and over a period of time in the workplace and your opinion about their ability to do the job. This is done by completing Assessment Tool 4 (AT4) for each unit of competency undertaken as recorded in the Training Plan. You will be required to record the context in which the participant was observed and detailed any evidence that has been provided. The Trainer will hand this assessment tool to you in accordance with the Training Plan schedule.**

If you require any further information please contact the RTO direct on 02 9700 9333.