

# Training and Development Professional

ANZSCO: 223311

Group B

## About this document

- The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.
- The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- Integrity checks may be conducted to verify the qualification and employment claims made in an application.

## Job description

Plans, develops, implements and evaluates training and development programs to ensure management and staff acquire the skills and develop the competencies required by an organisation to meet organisational objectives.

## Occupations considered suitable under this ANZSCO code:












- Training Officer
- Training Officer Education Officer (Air Force and Army)
- Training Systems Officer (Navy)

# Training and Development Professional is a Group B occupation

Applicants can fulfil the assessment criteria for this occupation in four different ways.

\*If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at an appropriate skill level within the last five years. The remaining five years of pre-qualifying period may be within the last ten years.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

GROUP B	Criteria for a positive Skills Assessment			
	Minimum comparable Bachelor or higher degree AQF level***	With highly relevant major field of study	Additional highly relevant qualifications*	Highly relevant employment duration**
1	 +	 +	N/A	+ 
2	 +	No highly relevant major	+  Minimum AQF Diploma level with highly relevant major	+ 
3	 +	No highly relevant major	+ No additional highly relevant qualifications	+ 
Pre-qualification methodology can apply to Group B occupations				
	Highly relevant employment duration**	With or without highly relevant major field of study	Additional highly relevant qualifications*	Comparable Bachelor degree AQF level
4	 +  Within last 5 years	+ N/A	+ N/A	+ 

\* Additional qualifications in a highly relevant field of study include those comparable to the following levels:

- > AQF Diploma
- > AQF Advanced Diploma
- > AQF Associate Degree or AQF Graduate Diploma

\*\*\* Bachelor degree or higher degree includes:

- > AQF Master Degree or AQF Doctoral Degree

\*\* Highly relevant paid employment duration (20 hours or more per week)

1-3

minimum years of employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

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minimum 4 years of relevant employment required – Three years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.

## Qualification

Human Resources Development is a program of study that prepares individuals to apply integrated training, organisational development, and career planning and counselling skills to the design, management, and evaluation of programs to improve individual productivity, employability, and job satisfaction and organisational effectiveness.

If the subsequent employment is highly relevant, qualifications in the field in which applicants are training could be accepted on a case-by-case basis.

This occupation requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Bachelor degree or higher degree and in a field highly relevant to the nominated occupation.

## Employment Criteria

Highly relevant tasks include, but are not limited to:

- Identifies training needs and requirements of individuals and organisations
- Sets human resource development objectives and evaluates learning outcomes
- Prepares and develops instructional training material and aids such as handbooks, visual aids, online tutorials, demonstration models, and supports training reference documentation
- Designs, coordinates, schedules and conducts training and development programs that can be delivered in the form of individual and group instruction, and facilitates workshops, meetings, demonstrations and conferences
- Liaises with external training providers to arrange delivery of specific training and development programs
- Promotes internal and external training and development, and evaluates these promotional activities
- Monitors and performs ongoing evaluation and assessment of training quality and effectiveness, and reviews and modifies training objectives, methods and course deliverables
- Gathers, investigates and researches background materials to gain an understanding of various subject matters and systems
- Advises management on the development and placement of staff, and provides career counselling for employees

It is essential for applicants to meet the following employment criteria:

- at least one year of post-qualification employment at an appropriate skill level,
- undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

If the qualification is not in a highly relevant field, then the applicant must have:

- three years of post-qualification employment experience at an appropriate skill level,
- undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

This is reduced to two years if there is an additional qualification at least at AQF Diploma level in a highly relevant field.

If employment has occurred before completion of qualification, then five years of highly relevant employment experience are required in addition to at least one year of highly relevant employment at an appropriate skill level in the last five years.

Please note in order to achieve a successful Skills Assessment Outcome, a positive assessment for both qualifications and employment is required.

Please note that this occupation is only available for the Skilled Employer Sponsored Regional (Provisional) visa (subclass 494).

