

HIRE A NEW TRAINER CHECKLIST

- ☐ Copy of resume – must include a minimum of two (2) years' experience, gained in the last five (5) years, in the qualifications they are going to teach
- ☐ Two (2) reference checks – must keep written records of who you spoke to, the date, and responses to questions
- ☐ Copies of qualifications and transcripts – TAE and every qualification they are teaching, identify gaps in any units they need to train
- ☐ Evidence of Industry currency (e.g. letters from paid or volunteer work)
- ☐ Evidence of VET professional development being maintained (e.g. webinar certificates, attendance at VET industry events)
- ☐ Complete trainers matrix