



Workplace Trainer & Assessor

SPC - Specification

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RECORD OF AMENDMENT

Revision	Section	Amendment
3.0	4.2, 4.3, 4.4, 6, Tables 2 & 3	Updated Trainer and Assessor qualification requirements to align with current package versions (e.g., TAEDEL311, TAEDEL412, TAEELN411) Replaced legacy course references (e.g., 10235NAT) with updated course codes (e.g., 10898NAT) Revised wording to allow "current or equivalent" qualifications New definitions: INPEX Panel Assessor INPEX CAT Assessor Clarified assessor roles, scope of authority, and SME support requirements. Updated Trainer and Assessor competency tables to reflect current nationally recognised units.
2.0	4.2 4.5 6	Note added: OJT Note added: OJT Added Training Purposes/OJT for Subject Matter Expert (SME) or Competent Person
1.0	4.5 6	Inclusion of Competent Person Definition of Competent Person
0	Whole Document	The Workplace Trainer & Assessor Standard (0000-AN-STD-60012) has been superseded by this Specification. Changed reference of Operations Training Team to Learning & Development Team. Section numbers updated accordingly.

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TABLE OF CONTENTS

1	PURPOSE	4
2	SCOPE.....	4
3	POLICIES AND GOVERNANCE.....	4
4	BUSINESS RULES	4
4.1	Selection Process for Workplace Trainer and/or Assessor	4
4.2	Workplace Trainer Qualifications and Experience – Internal Competency.....	5
4.3	Workplace Assessor Qualifications and Experience – Internal Competency	5
4.4	Training and/or assessing on behalf of an RTO	5
4.5	Subject Matter Expert (SME)/Competent Person for Assessment Purposes	6
4.6	Competency Evaluation of Trainers and Assessors.....	6
4.7	Validation of Competencies	6
5	MONITOR AND IMPROVE	7
6	ABBREVIATIONS AND DEFINITIONS.....	8

LIST OF TABLES

Table 1: Abbreviations and Definitions.....	8
Table 2: Trainer Competency	10
Table 3: Internal Assessor	11

1 PURPOSE

The purpose of this document is to describe and define the business rules for Workplace Trainers and Assessors at INPEX Australia Pty Ltd (the Company), including offices and operations in Australia and Commonwealth waters.

This Specification outlines the requirements for the INPEX workforce to be adequately trained, assessed and deemed competent by INPEX accredited Trainers and Assessors.

2 SCOPE

The scope of application of this Specification is as follows:

In Scope

- Qualification and experience requirements for Workplace Trainers and Assessors who deliver and/or assess nationally recognised training and assessments within the Company on behalf of a Registered Training Organisation (RTO).
- The requirements for Workplace Trainers and/or Assessors who deliver and/or assess internal training competencies.

Out of Scope

This Specification does not apply to Employees requiring any training outside of the Company's workplace and assessment qualifications. Standards for other training purposes can be located in the Learning and Development Standard.

3 POLICIES AND GOVERNANCE

This Specification shall be read in conjunction with the following documents:

- *National Vocational Education and Training Regulator Act 2011*;
- *Environmental Policy (0000-AH-POL-60002)*;
- *Health and Safety Policy (0000-AH-POL-60001)*;
- *Asset Integrity Standard (0000-A2-STD-60002)*;
- *Learning and Development Standard (0000-AN-STD-60007)*;
- *Operations Training and Assessment Specification (0000-AN-SPC-70002)*; and
- *Security Standard (0000-AH-STD-60056)*.

4 BUSINESS RULES

4.1 Selection Process for Workplace Trainer and/or Assessor

All Company Employees nominated for the role of Workplace Trainer and/or Assessor shall follow the same selection process.

- a) The ways in which an individual may be nominated to become a Workplace Trainer and Assessor are:
 - i. The Employee's role/position will include training and/or assessment activities;
or
 - ii. A business requirement may trigger the selection process.

- b) Current Employees who are moving into a Workplace Trainer and/or Assessor role with no prior experience and/or qualifications will be provided with the required competencies as per this Specification. A Company approved Registered Training Organisation (RTO) delivering this qualification will be provided by the Learning & Development Team.
- c) The nomination and training of the Workplace Trainer and/or Assessor role must be endorsed by the Immediate Supervisor and head of the Employee's Department and the Learning & Development Team.
- d) Selected Employees will be provided with the relevant training.

4.2 Workplace Trainer Qualifications and Experience – Internal Competency

The minimum requirement for Workplace Trainers who deliver internal competency and/or training to the INPEX workforce must hold an accredited ASQA nationally recognised training certification.

- a) The minimum qualifications and experience required of a Workplace Trainer includes:
 - i. Successful completion and attainment of TAEDEL311 or equivalent – Provide work skill instruction or trainer units from the current or equivalent version of the Certificate IV in Training and Assessment.. For internal Trainers, no upgrade from TAE40110 is required; and
 - ii. The ability to demonstrate vocational competencies at least to the level being delivered and assessed.

Note: Operations On the Job Training (OJT) by experienced Technicians is not impacted by this requirement.

4.3 Workplace Assessor Qualifications and Experience – Internal Competency

All Workplace Assessors who assess internal competency and/or training to the INPEX workforce must hold an accredited ASQA nationally recognised training certification.

- a) The minimum qualifications and experience required of a Workplace Assessor includes:
 - i. Successful completion and attainment of the course in Field-based Training and Assessment (10898NAT) or Assessor Skill Set units from the current or equivalent Cert IV in Training and Assessment. For internal Assessors, no upgrade from TAE40110 is required; and
 - ii. The ability to demonstrate vocational competencies at least to the level being delivered and assessed.

4.4 Training and/or assessing on behalf of an RTO

All Trainers and Assessors who deliver competency and/or nationally recognised training and assessment to Company personnel on behalf of an RTO, must be qualified to the ASQA National Standards.

- a) The minimum qualifications and experience required of a Workplace Trainer and Assessor includes:
 - i. Holding a nationally recognised qualification as outlined by ASQA, Certificate IV in Training and Assessment (current or equivalent version); and
 - ii. The ability to demonstrate vocational competencies at least to the level being delivered or assessed; and

- iii. The ability to demonstrate how they are continuing to develop their Vocational Education Training (VET) knowledge and skills as well as maintaining their industry currency and Trainer/Assessor competence; and
- iv. Providing evidence to demonstrate equivalence of competencies which may include relevant past training, consideration of superseded and pre-existing teaching qualifications, experience and professional development; and
- v. All previous versions of Certificate IV in Training and Assessment are obsolete (TAE40110, TAA, BSZ) in regard to training or assessing for an RTO.

4.5 Subject Matter Expert (SME)/Competent Person for Assessment Purposes

Where Trainers and/or Assessors do not hold the required technical knowledge for the content they are delivering/assessing, they will call on the support of an SME (Subject Matter Expert/Competent Person).

a) When engaging an SME, it is important to ensure that:

- i. The SME/Competent Person currently holds the competency and has proven practical experience and theoretical knowledge of their SME subject;
- ii. The SME/Competent Person must have completed at least one year of consolidation time after achieving competence in the subject matter;
- iii. The SME/Competent Person shall be agreed by the Assessor and Team Leader as an appropriate resource to assist with the evidence gathering process;
- iv. While the SME/Competent Person may become involved in the assessment process (asking questions or seeking further clarification), the final assessment decision is the responsibility of the Workplace Assessor (taking into account the advice provided by the SME).

Note: An SME /Competent Person for the purposes of a shifts' OJT is a technician with suitable experience nominated by their Team Lead to facilitate in their area.

4.6 Competency Evaluation of Trainers and Assessors

The Company must ensure that Trainers and Assessors deliver training and conduct assessments to the INPEX workforce to the standard required.

The Learning & Development Team is responsible for the analysis and actioning on feedback received from course participants in any areas of improvement required of Trainers and Assessors who deliver training and assessment. Where the feedback is in relation to technical content, the relevant Competency Discipline Owner(s) may become involved.

4.7 Validation of Competencies

The Company shall establish a process by which training and assessment competencies are kept current and appropriate.

- a) If conducting training or assessment on behalf of an RTO, Trainer and Assessor qualifications must meet the recording and storage requirements of that RTO;
- b) All relevant Workplace Trainer and Assessor qualifications must be provided to and validated by the Learning & Development Team. Records will be retained in the Company's Learning Management System (LMS).

5 MONITOR AND IMPROVE

The Human Resources Domain Sponsor, General Manager Human Resources is accountable for the content and ongoing review of this Specification at a minimum frequency as required by the Business Management System Standard (0000-A0-STD-60015).

Deviations from this Specification must be approved by the Senior Manager HR Specialist Services. The Learning & Development Team will be responsible for verifying the integrity and currency of training and assessing competencies for all Company Workplace Trainers and Assessors.

6 ABBREVIATIONS AND DEFINITIONS

Table 1: Abbreviations and Definitions

Abbreviation / Term	Definition
AQTF	Australian Quality Training Framework: The national set of compliance standards and essential conditions that the VET training provider must meet to become an RTO.
ASQA	Australian Skills Quality Authority: The national regulator for vocational and educational training.
INPEX Panel Assessor	INPEX Operations Technicians who have successfully completed the Assessor Skill Set or who have previously completed the Certificate IV in Training and Assessment are authorised to conduct assessments for competencies that they personally hold, without supervision. For assessments of competencies not held by the Operations Technician, a Suitably Qualified Subject Matter Expert (SME) must be present and actively involved in the assessment process to provide technical expertise and support assessment validity. This excluded assessments with mandatory conditions that explicitly prohibit the involvement of an INPEX Panel Assessor.
INPEX CAT Assessor	All Assessors within the INPEX Centralised Assessor Team hold the current Certificate IV in Training and Assessment. Assessors are authorised to conduct assessments for competencies that they do not personally hold, in accordance with regulatory requirements. Where an assessment involves technical content or subject matter that is beyond the assessor's demonstrated vocational competence or currency, a Suitably Qualified Subject Matter Expert (SME) will be engaged to provide technical input and validation to ensure the assessment decision is valid, reliable, and compliant.
Competency Discipline Owner	The technical expert or custodian for a competency.
Internal Competency	Delivering training or assessing an INPEX internal requirement, for example ISSoW, Operations task book assessments and internal HSEQ training. Any training that doesn't issue an RTO Statement of Attainment.
Learning & Development Department (L&D)	A subset of the HR Specialist Services process area.
LMS (Learning Management System)	The Company's system for managing learning and development information and activities.
myLearning	The Company's system for managing learning and development information and activities.

RTO	Registered Training Organisation.
Subject Matter Expert (SME) or Competent Person	The SME currently holds the competency* and has proven practical experience and theoretical knowledge of their SME subject and is endorsed as an approved Subject Matter Expert. The SME/Competent Person must have completed at least one year of consolidation time after achieving competence in the subject matter. * For a 'First Competent' situation only the latter applies. For Training Purposes/ On the Job Training (OJT): The most senior or suitable person on a shift to assist candidates with the completion of OJT Workbook activities.
Training Coordinator	An individual responsible for training administration duties.

APPENDIX A: TRAINER COMPETENCY

Table 2: Trainer Competency

Unit of Competency	Description
<u>TAEDEL311</u> Provide Work Skill Instruction	Covers the skills and knowledge required to deliver structured skills-based training sessions to individuals or small groups following a training session plan.
<u>TAEDEL412</u> Facilitate workplace-based learning	This unit describes the performance outcomes, skills and knowledge required to plan, organise and facilitate learning for individuals in a workplace.
<u>TAELLN411</u> Address adult language, literacy and numeracy	This unit describes the performance outcomes, skills and knowledge required to recognise the core Language, Literacy and Numeracy (LLN) demands of training and assessment, and to tailor training and assessment to suit individual skill levels, including accessing relevant support resources.

APPENDIX B: INTERNAL ASSESSOR (FIELD-BASED TRAINING AND ASSESSMENT COURSE – 10235NAT)

Table 3: Internal Assessor

Unit of Competency	Description
NAY10898011 – Carry out workplace assessments	Focuses on carrying out assessments in a workplace following established assessment processes and using assessment tools developed by others. Covers preparing for the assessment, performing the assessment and reviewing the assessment. Not applicable to those who are required to plan, organise and conduct assessments against nationally recognised units of competency or accredited courses.
NAY10898011 Provide Work Skill Instruction	Covers the skills and knowledge required to deliver structured skills-based training sessions to individuals or small groups following a training session plan.