



ROYAL BRISBANE INSTITUTE OF TECHNOLOGY

Dynamic Management Group Pty. Ltd. T/A Royal Brisbane Institute of Technology
A.C.N. 095 915 012 A.B.N. 74 095 915 012 National Organisation Number. 30807 CRICOS Provider Code: 02370B

RBIT/RBIC Trainer Professional Development Logbook

The RBIT/RBIC Trainer Professional Development Logbook integrates with RBIT/RBIC Performance Development Plan (PDP) and Professional Development Review (PDR) for Effective Outcome. All Trainer/Assessors must comply with Standard 1 Clause 1.13 – 1.16 Standards for Registered Training Organisations and National Code Standards 14. All RBIT Trainers and Assessors must demonstrate the relevant vocational competencies of at least to the level being delivered or assessed and undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency based training and assessment. It is essential for trainers and assessors to continue developing their vocational competencies, as well as industry currency to support quality assurance continuous improvement of RTO in the quality of delivery and assessment.

Instructions to Trainer/Assessor for completion of Logbook:

The Logbook is a living record of your ongoing industry and VET professional development. You are to maintain up-to-date records of all professional development activities undertaken within each 3- month period i.e. January to March, April to June, July to September and October to December. It is your responsibility to maintain accurate records and supporting evidence for each PD period and submit your completed Logbook to reg01@rbit.qld.edu.au in the first week following each PD period. Examples of PD activities, evidence and requirements for recording your PD activities have been provided for you as a guide only.

Example of Professional Development activities that can be undertaken:

Professional Development Area and Type	Timeframes	Evidence Required
Professional development for trainers and assessors means activities that develop and/or maintain an individual's skills, knowledge, expertise and other characteristics as a trainer or assessor. This includes both formal and informal activities that encompass vocational competencies, currency of industry skills and knowledge and practice of vocational training, learning and assessment, including competency based training and assessment.		
FORMAL:		
Undertaking and completion of specific Qualifications or individual unit/s of competency directly related to vocational area of delivery.	As directed	Qualification or Statement of Attainment for completed formal study
NON-FORMAL:		
VET professional development – <ul style="list-style-type: none">• VELG/ACPET webinars• Workshops• ASQA updates and newsletters	Minimum activities 3 per annum	Statements of Attendance/ Professional Development records or other forms of evidence
Vocational/Industry related Professional development – <ul style="list-style-type: none">• Subscription to industry newsletters, industry expos, events and/or product releases.• Personal development through individual research or reading of publications or other relevant information;	Ongoing with 3 monthly PD Logbook completion	Professional development logbook records, registrations, networks, join association membership, publications, rosters, payslips.



Individual Information and Logbook entries:



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Professional Development and Industry Currency activities & evidence record

This section is required to be completed by the Trainer and Assessor for the 3-month period stated above. An example has been provided for you. Please note that supporting evidence must be attached where relevant.

Date of Activity	Professional Development Activity	Key Learning Outcomes (relevant to the Qualification and unit/s of competency being delivered)	Description of Supporting Evidence Attached	Evidence Attached
				Evidence: <input type="checkbox"/> Yes <input type="checkbox"/> No
				Evidence: <input type="checkbox"/> Yes <input type="checkbox"/> No
				Evidence: <input type="checkbox"/> Yes <input type="checkbox"/> No
				Evidence: <input type="checkbox"/> Yes <input type="checkbox"/> No
				Evidence: <input type="checkbox"/> Yes <input type="checkbox"/> No



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				Evidence: <input type="checkbox"/> Yes <input type="checkbox"/> No
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