

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 competencies have 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 – • 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 — 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.		



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

A.C.N. 093 913 012 A.B.N. 74 093 913 012 National	t Organisation Plamber. 300	67 CATCOSTTOTALET CORE. 02370B
 Undertaking volunteer work or paid work in the industry area you are teaching i.e. participation in industry release schemes or other work experience related professional development; 		
Industry consultation and engagement	Ongoing	Industry Consultation evidence:
Trainers and Assessors benefit from consulting and engaging with industry. This can occur anytime whether formal or informal		Emails, correspondence, letters, references, surveys, notes, feedback forms to and from industry
Self-directed professional development e.g. sitting on Boards, local business or trade associations, attending forums, memberships, research.	Ongoing	Copies of registrations, subscriptions, Certificates or Statements of Attendance, industry sign off
Validation Activities – participate in or lead validation activities.	As per internal Validation Schedule	Validation Attendance Form Validation Pre/Pilot/Post form signature
Internal Professional Development:	As directed	Attendance records
VET Professional Development Activities including workshops, RBIT structured activities which could include but are not limited to: participating in internal audits, actively work with other staff to develop skills and knowledge, receive feedback for continual improvement.		Feedback from Facilitator

Individual Information and Logbook entries:

Trainer/Assessor's Name	
Professional Development Period:	Professional development 3-month period from to
Qualification/s being delivered:	Please list details of Qualifications you are currently delivering:



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

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. **Key Learning Outcomes Description of Professional Development** Evidence (relevant to the Qualification and unit/s of **Supporting Evidence Date of Activity** Activity Attached competency being delivered) Attached Evidence: Yes ☐ No Evidence: ☐ Yes □ No Evidence: Yes ☐ No Evidence: Yes ☐ No Evidence: Yes ☐ No



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

		Evidence: Yes No
		Evidence: Yes No
		Evidence: Yes No
		Evidence: Yes No
		Evidence: Yes No
		Evidence: Yes No



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

		Evidence: Yes No
		Evidence: Yes No
		Evidence: Yes No