

# Planning professional development



A tool for trainers, assessors and managers in automotive and mining Vocational Education and Training (VET) contexts.

Part of the AUSMASA Trainer and Assessor VET Career Framework

## Your details

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Planning period: \_\_\_\_\_ Review date: \_\_\_\_\_

## About this tool

This template is a practical planning tool designed to support reflection and professional development across 4 areas of VET practice:

1. VET capability
2. wellbeing
3. industry engagement
4. career pathways.

Your organisation may have its own professional development planning or recording requirements, including those related to the Standards for Registered Training Organisations 2025 (2025 Standards). This template is designed to complement those processes by supporting individual reflection, goal setting and ongoing development planning.

Professional development covers both vocational currency (keeping your industry knowledge and skills up to date) and teaching practice development (strengthening your design, delivery, and assessment of training). Both are important and should be considered as part of ongoing professional development, which includes formal and informal activities such as:

- participation in courses, workshops, seminars or conferences
- mentoring, peer observation and communities of practice
- moderation, validation or internal quality activities
- industry engagement, site visits or return-to-industry programs
- self-directed reading, research or online learning
- leadership contributions such as mentoring others, curriculum development or advisory involvement.

This tool is not a compliance exercise and is not designed to be submitted or audited.









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## Your development plan

Use the tables below to identify what you want to work on across each domain this planning period. You do not need to have goals in every domain every time. Focus where it matters most for you right now.

### VET capability

What I want to develop	How will I do it	Support or resources needed	By when

### Wellbeing

What I want to develop	How will I do it	Support or resources needed	By when

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## Industry engagement and vocational currency

What I want to develop	How will I do it	Support or resources needed	By when

## Career pathways and professional identity

What I want to develop	How will I do it	Support or resources needed	By when



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## Review

At the end of your planning period, take time to reflect on what you have done and what has changed. Use the prompts below to guide your thinking.

<b>What development activity had the most impact on your practice? What made it useful?</b>
<b>What did not go to plan and why? Is there anything you want to carry forward?</b>
<b>Has anything shifted in how you think about your role or your professional development priorities?</b>
<b>What do you want to focus on in the next planning period?</b>

**Learn more about the Trainer and Assessor VET Career Framework**

Explore more practical tools, guides and resources supporting VET capability, wellbeing, industry engagement and career development