

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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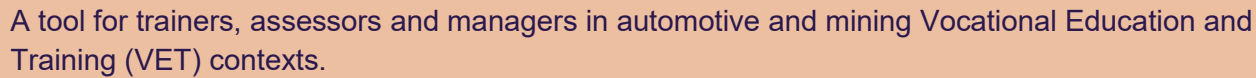
Where are you now?

Before setting goals, take a few minutes to reflect on where you are across the 4 areas of VET practice. Remember, there are no right answers, and the prompts below are a starting point, not a performance assessment.

VET capability

Consider: your confidence in planning and delivering sessions, managing diverse students, designing and assessing evidence, and staying current with the 2025 Standards and your training package.

What is working well in your teaching and assessment practice? Where do you feel least confident or most stretched?



Wellbeing

What supports your wellbeing at work? What is currently making the role harder to sustain?

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Industry engagement and vocational currency

Coming from industry does not automatically mean your currency is maintained. Consider what has changed in your vocational area since you last worked in it directly, and what active steps are you taking to stay connected?

What does your industry engagement currently look like? What has changed in your vocational area that you want to explore further?

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Career pathways and professional identity

Consider your sense of professional identity as a VET trainer and assessor, your interest in taking on broader contributions (mentoring, leadership, curriculum, advisory roles), and where you want to be in your career over the next 1 to 3 years.

What aspects of your role give you the most satisfaction? Are there contributions you would like to make that you are not currently making?

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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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Activity record

Use this section to record professional development activities as you complete them. This is your own record. It supports reflection and helps you track what you have done when you come to review your plan.

Activity/program	Type	Date	What you gained or applied	Evidence (e.g. certificate, notes, reflection)

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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.

What development activity had the most impact on your practice? What made it useful?

What did not go to plan and why? Is there anything you want to carry forward?

Has anything shifted in how you think about your role or your professional development priorities?

What do you want to focus on in the next planning period?

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