THE FIRST-YEAR COLLECTION

New Trainer Planner

90-day onboarding + 12-month planning

For Australian VET trainers & assessors

ARMIN DESIGN STUDIOS

UNDATED / DIGITAL + PRINT / 2026 EDITION

SAMPLE / PERSONAL PREVIEW

01 / GET ORGANISED

Make a little space for planning

A working companion to help you organise delivery, assessment, records and reflection.

DAILY

5 min

Set your top three priorities. Capture session notes and one reflection.

WEEKLY

10 min

Plan delivery, check due dates and choose one improvement.

MONTHLY

20 min

Set goals, check records, review CPD and reflect on progress.

Four parts of your working practice

01	**Delivery**	Prepare and facilitate learning in a classroom, workshop, workplace or online.
02	**Assessment**	Gather evidence, make authorised decisions and provide useful feedback.
03	**Record keeping**	Keep the records your RTO requires, in the systems it approves.
04	**Reflection**	Notice what worked, then choose one practical change for next time.

START ON YOUR DAY ONE

The planner is undated. Adapt the suggested sequence to your role, approved scope of practice and your RTO's induction process.

SAMPLE / PERSONAL PREVIEW

NEW TRAINER PLANNER

PART I

Your first 90 days

Foundations. First delivery. Building confidence.

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SAMPLE / PERSONAL PREVIEW

WEEK 01 / PHASE 01

Orient & Observe

THIS WEEK'S FOCUS

Your first week is about watching and listening, not performing. Absorb how the RTO operates, where everything lives, and how your colleagues work. Resist the urge to change things. The best thing you can do this week is ask good questions and take notes.

THIS WEEK'S PRIORITIES

SESSIONS TO DELIVER

LEARNER SUPPORT FOLLOW-UPS

RECORDS & ADMIN DUE

NOTES & REMINDERS

CPD / INDUSTRY CURRENCY

END-OF-WEEK REFLECTION

What worked well?

What felt challenging?

What will I change?

What do learners need next week?

WEEK OF _____

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NEW TRAINER PLANNER

MONTH 01

Settle In

Plan with clarity. Make room for progress.

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SAMPLE / PERSONAL PREVIEW

MONTH 01 / MONTHLY THEME

Settle In

MONTH / YEAR

MONTH AT A GLANCE

MON	TUE	WED	THU	FRI	SAT	SUN

GOALS THIS MONTH

KEY DATES & INTENTIONS

FOCUS AREAS

- ☐ Orientation & systems
- ☐ Learner names & backgrounds
- ☐ Observe how others mark
- ☐ Note industry gaps

RECORDS & FOLLOW-UPS

- ☐ Check required reporting dates
- ☐ File evidence in approved systems
- ☐ Review outstanding learner actions
- ☐ Confirm supervisor follow-ups

CPD / INDUSTRY CURRENCY THIS MONTH

BIGGEST WIN / ONE IMPROVEMENT FOR NEXT MONTH

SAMPLE / PERSONAL PREVIEW

PLAN / DELIVER / REFLECT

Your week, made clearer

WEEK OF

MONTH

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

TOP THREE PRIORITIES

RECORDS & ADMIN DUE

SESSIONS TO DELIVER

CPD / PROFESSIONAL DEVELOPMENT

LEARNER FOLLOW-UPS

WEEKLY REFLECTION

What worked?

What will I change?

What do I need to prepare?

Small, consistent improvements make a difference.

SAMPLE / PERSONAL PREVIEW

PROFESSIONAL DEVELOPMENT

Keep your learning visible

Record the relevance, evidence and application of your professional development.

MAKE THE CONNECTION

Discuss CPD priorities with your RTO. Include learning that is relevant to your training and assessment practice and industry currency; record how you use it.

DATE	ACTIVITY / EVIDENCE	SKILLS / RELEVANCE	APPLICATION TO PRACTICE	HOURS

TOTAL HOURS / PERIOD COVERED

SUPERVISOR DISCUSSION / NEXT PRIORITIES

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REFERENCE / AUSTRALIAN VET

A shared language

Use your RTO's current policies and regulator guidance alongside this quick reference.

ASQA

Australian Skills Quality Authority, the national VET regulator.

AVETMISS

The Australian VET Management Information Statistical Standard, used for VET reporting.

CPD

Continuing professional development: relevant learning that supports professional practice.

LLN / LLND

Language, literacy, numeracy and digital skills relevant to learner participation.

RTO

Registered training organisation: registered to deliver specified nationally recognised training.

RPL

Recognition of prior learning: assessment of existing skills and knowledge against requirements.

TAE

The Training and Education Training Package.

Unit of competency

A statement of the skills and knowledge required for a work activity.

Workplace supervisor

A person who supervises workplace activities and may provide evidence, as agreed.

Validation

Quality review of assessment practices and judgements, following applicable requirements.

Moderation

Comparing assessment judgements to support consistency across assessors.

Reasonable adjustment

An adjustment that supports access while maintaining the required competency standard.

Formative assessment

Checks during learning that help identify progress and support needs.

Summative assessment

Assessment used to determine whether competency requirements have been met.

Training plan

A record of the agreed training arrangements and pathway, where applicable.

Standards for RTOs

The applicable regulatory framework. For ASQA-regulated RTOs, refer to the 2025 Standards and Credential Policy.

CHECK THE CURRENT SOURCE

ASQA standards & guidance

National Training Register

2025 Standards / DEWR

Reference review: 31 October 2026. State regulators and local requirements may also apply.

SAMPLE / PERSONAL PREVIEW

Plan with clarity.
Deliver with confidence.
Reflect and grow.

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