MATRIX

Trainer competence & currency report

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IMPORTANT - READ FIRST

This report organises evidence that the trainer named above has prepared themselves. It is a snapshot of a self-maintained portfolio at the time of generation. It does not certify compliance under the Standards for RTOs and is not a determination by any regulator or RTO. RTOs and auditors remain responsible for their own assessment of trainer competence and currency. Status tokens describe the presence and dates of documents supplied by the trainer, not a compliance judgement.

Structure: this report is organised around the three pillars of trainer capability - vocational competency (what the trainer can do), industry currency (whether their practice is current), and VET knowledge and practice (whether their training and assessment practice is current). VET currency is stated once at trainer level in Section 2.2 and applies to every unit.

SECTION 1 - SCOPE OVERVIEW

1.1 Scope summary

Container	Units	Competence (worst per unit)	Industry currency (worst per unit)	VET currency (worst per unit)
BSB50120	5	Complete	Expired 10 Oct 26	Complete
TAE40122	2	Complete	Expiring 14 Dec 26	Complete

1.2 Compliance readiness summary

One row per unit, worst status first.

Unit code	Unit	Competency	Industry curr.	VET currency
BSBFIN501	Manage budgets and financial plans	Complete	Expired 10 Oct 26	Complete
BSBOPS501	Manage business resources	Complete	Missing	Complete
BSBCRT511	Develop critical thinking in others	Complete	Expiring 14 Dec 26	Complete
BSBXCM501	Lead communication in the workplace	Complete	Expiring 14 Dec 26	Complete
TAEASS412	Assess competence	Complete	Expiring 14 Dec 26	Complete
TAEDEL411	Facilitate vocational training	Complete	Expiring 14 Dec 26	Complete
BSBPEF501	Manage personal and professional...	Complete	Complete	Complete

SECTION 2 - TRAINER-LEVEL CREDENTIALS & VET CURRENCY

2.1 Training & assessment credentials

TAE40122 Certificate IV in Training and Assessment

Code TAE40122 · Riverbank Institute (RTO 40219) · issued 01 Sept 2023
Scope: 1A - Deliver and assess without direction
Deliver and assess TAE and non-TAE qualifications at Diploma level and below without direction.

Other credential

Code BSB50120 · Southbridge College (RTO 31877) · issued 10 Mar 2020
Scope: Section 2 - Industry expert working with a qualified trainer

Vocational qualification supporting equivalence for the business units in scope.

2.2 Current VET knowledge & practice (trainer level)

This section demonstrates that Jordan Mitchell maintains current knowledge of training and assessment practice, VET sector changes, and professional development. It applies to every unit in scope and is not restated per unit.

I maintain current knowledge of training and assessment practice through structured professional development, participation in assessment validation, and peer moderation. In the current year I have recorded 32 hours of VET-specific professional development covering the revised Standards for RTOs, assessment tool design, and inclusive delivery practice. I participate in two validation sessions per year with the RTOs I contract to, and I keep a written CPD log of each activity.

Supporting evidence (3)

[Ref A7] VET Practitioner CPD Log 2025-26 (professional development) - Self-maintained expires 27 July 2027
[Ref A8] Assessment Validation Workshop (8 hrs) (professional development) - VET Practice Network expires 21 Aug 2027
[Ref A13] Assessment tool validation record - BSBCRT511 (validation record) - Riverbank Institute (RTO 40219) no expiry

Current Last reviewed: 27 July 2026

2.3 Mandatory clearances & licences

The clearances, licences and insurances held by the trainer. Verify which of these are required for the units being delivered by checking the training package requirements on training.gov.au.

Clearance / licence	Issuer	Issued	Expires	Status
[Ref A5] Public liability insurance certificate of...	Corelink Insurance	08 May 26	08 May 27	Current
[Ref A6] Professional indemnity insurance...	Corelink Insurance	08 May 26	08 May 27	Current
[Ref A3] HLTAID011 Provide First Aid	Coastline First Aid...	24 Dec 24	24 Dec 27	Current
[Ref A4] Working with Children Check	NSW Office of the...	07 June 24	01 June 29	Current

SECTION 3 - UNIT DETAIL BY PILLAR

BSBFIN501 Manage budgets and financial plans

Container BSB50120 · Role: Trainer and assessor

PILLAR 1 - VOCATIONAL COMPETENCY

BSB50120 Diploma of Business includes this unit at the equivalent level. Six years managing operational budgets in a logistics environment.

[Ref A2] BSB50120 Diploma of Business (qualification) - Southbridge College (RTO 31877) no expiry
[Ref A12] Employment reference - Operations Manager, Halden Logistics (employment reference) - Halden Logistics Pty Ltd no expiry

Complete

PILLAR 2 - INDUSTRY CURRENCY

Most recent finance operations placement completed last year; a refresher placement is being scheduled to replace the expired record.

[Ref A10] Industry placement record - 5 days finance operations (industry currency) - Marchetti Advisory expires 10 Oct 2026

Expired 10 Oct 2026

PILLAR 3 - CURRENT VET KNOWLEDGE & PRACTICE

Stated once at trainer level - see Section 2.2.

Current

BSBOPS501 Manage business resources

Container BSB50120 · Role: Trainer and assessor

PILLAR 1 - VOCATIONAL COMPETENCY

Diploma-level qualification held. Resource planning responsibility across a 40-person operations team.

[Ref A2] BSB50120 Diploma of Business (qualification) - Southbridge College (RTO 31877) no expiry

[Ref A12] Employment reference - Operations Manager, Halden Logistics (employment reference) - Halden Logistics Pty Ltd no expiry

Complete

PILLAR 2 - INDUSTRY CURRENCY

No narrative recorded.

No evidence mapped.

Missing

PILLAR 3 - CURRENT VET KNOWLEDGE & PRACTICE

Stated once at trainer level - see Section 2.2.

Current

BSBCRT511 Develop critical thinking in others

Container BSB50120 · Role: Trainer and assessor

PILLAR 1 - VOCATIONAL COMPETENCY

Holds TAE40122 and BSB50120. Has designed and delivered critical thinking workshops for supervisory cohorts since 2019, including tool design and validation for this unit.

[Ref A1] TAE40122 Certificate IV in Training and Assessment (qualification) - Riverbank Institute (RTO 40219) no expiry

[Ref A2] BSB50120 Diploma of Business (qualification) - Southbridge College (RTO 31877) no expiry

[Ref A13] Assessment tool validation record - BSBCRT511 (validation record) - Riverbank Institute (RTO 40219) no expiry

Complete

PILLAR 2 - INDUSTRY CURRENCY

Ongoing consulting engagements with two SME clients on decision-making frameworks, plus attendance at the 2026 VET Practice Network validation workshop.

[Ref A9] Consulting engagement log - business planning clients (industry currency) - Self-maintained expires 14 Dec 2026

Expiring 14 Dec 2026

PILLAR 3 - CURRENT VET KNOWLEDGE & PRACTICE

Stated once at trainer level - see Section 2.2.

Current

BSBXCM501 Lead communication in the workplace

Container BSB50120 · Role: Trainer and assessor

PILLAR 1 - VOCATIONAL COMPETENCY

TAE40122 plus five years leading internal communications and team briefing programs at Halden Logistics.

[Ref A1] TAE40122 Certificate IV in Training and Assessment (qualification) - Riverbank Institute (RTO 40219) no expiry

[Ref A12] Employment reference - Operations Manager, Halden Logistics (employment reference) - Halden Logistics Pty Ltd no expiry

Complete

PILLAR 2 - INDUSTRY CURRENCY

Current consulting log covers communication planning for two client engagements. CPD log entry due for renewal within the next month.

[Ref A9] Consulting engagement log - business planning clients (industry currency) - Self-maintained expires 14 Dec 2026

Expiring 14 Dec 2026

PILLAR 3 - CURRENT VET KNOWLEDGE & PRACTICE

Stated once at trainer level - see Section 2.2.

Current

TAEASS412 Assess competence

Container TAE40122 · Role: Assessor only

PILLAR 1 - VOCATIONAL COMPETENCY

Unit held within TAE40122 completed in 2023. Conducts assessment judgements across business qualifications for two RTOs.

[Ref A1] TAE40122 Certificate IV in Training and Assessment (qualification) - Riverbank Institute (RTO 40219) no expiry

[Ref A13] Assessment tool validation record - BSBCRT511 (validation record) - Riverbank Institute (RTO 40219) no expiry

Complete

PILLAR 2 - INDUSTRY CURRENCY

Participated in a moderated validation workshop this year and maintains a validation record for tools used.

[Ref A9] Consulting engagement log - business planning clients (industry currency) - Self-maintained expires 14 Dec 2026

Expiring 14 Dec 2026

PILLAR 3 - CURRENT VET KNOWLEDGE & PRACTICE

Stated once at trainer level - see Section 2.2.

Current

TAEDEL411 Facilitate vocational training

Container TAE40122 · Role: Trainer under supervision

Supervision arrangement

Delivery supervised by A. Nguyen (TAE50122, RTO 40219). Supervisor reviews session plans before delivery and observes one session per cohort. Assessment judgements are made by the supervisor.

PILLAR 1 - VOCATIONAL COMPETENCY

TAE40122 held. Delivering this unit within a co-facilitation arrangement while completing the enterprise trainer pathway.

[Ref A1] TAE40122 Certificate IV in Training and Assessment (qualification) - Riverbank Institute (RTO 40219) no expiry

Complete

PILLAR 2 - INDUSTRY CURRENCY

Delivery observed twice this year by the supervising trainer; observation records held in the evidence library.

[Ref A9] Consulting engagement log - business planning clients (industry currency) - Self-maintained expires 14 Dec 2026

Expiring 14 Dec 2026

PILLAR 3 - CURRENT VET KNOWLEDGE & PRACTICE

Stated once at trainer level - see Section 2.2.

Current

BSBPEF501 Manage personal and professional development

Container BSB50120 · Role: Trainer and assessor

PILLAR 1 - VOCATIONAL COMPETENCY

TAE40122 and BSB50120 held. Delivers professional development planning sessions for supervisory cohorts each intake.

[Ref A1] TAE40122 Certificate IV in Training and Assessment (qualification) - Riverbank Institute (RTO 40219) no expiry

[Ref A2] BSB50120 Diploma of Business (qualification) - Southbridge College (RTO 31877) no expiry

Complete

PILLAR 2 - INDUSTRY CURRENCY

CPD log maintained continuously; 32 hours recorded in the current year across VET practice and industry activity.

[Ref A11] Site visit record - Halden Logistics distribution centre (site visit) - Halden Logistics Pty Ltd expires 09 Sept 2028

Complete

PILLAR 3 - CURRENT VET KNOWLEDGE & PRACTICE

Stated once at trainer level - see Section 2.2.

Current

SECTION 4 - GAPS & ACTION SUMMARY

Unit	Issue	Action required	Deadline
BSBFIN501 Manage budgets and...	Industry currency expired	Refresh the industry placement or document current engagement.	10 Oct 26
BSBOPS501 Manage business...	Industry currency incomplete	Record a recent industry engagement - placement, site visit, project or contract work.	-
BSBCRT511 Develop critical...	Industry currency expiring	Schedule a placement or refresh the engagement before the expiry date.	14 Dec 26
BSBXCM501 Lead communication...	Industry currency expiring	Schedule a placement or refresh the engagement before the expiry date.	14 Dec 26
TAEASS412 Assess competence	Industry currency expiring	Schedule a placement or refresh the engagement before the expiry date.	14 Dec 26
TAEDEL411 Facilitate vocational...	Industry currency expiring	Schedule a placement or refresh the engagement before the expiry date.	14 Dec 26

SECTION 5 - INDUSTRY CURRENCY CHRONOLOGY (FOR REFERENCE)

A chronological list of all industry engagements supporting Pillar 2 (industry currency) across the units in scope, newest first. This section is provided for quick reference; detailed industry currency assessments appear in Section 3 (unit detail).

[Ref A9] Consulting engagement log - business planning clients
industry currency · Self-maintained · dated 25 Sept 2026 · expires 14 Dec 2026

[Ref A11] Site visit record - Halden Logistics distribution centre
site visit · Halden Logistics Pty Ltd · dated 10 Sept 2026 · expires 09 Sept 2028

[Ref A10] Industry placement record - 5 days finance operations
industry currency · Marchetti Advisory · dated 10 Oct 2025 · expires 10 Oct 2026

APPENDIX A - EVIDENCE LIBRARY

[Ref A1] TAE40122 Certificate IV in Training and Assessment
qualification · Riverbank Institute (RTO 40219) · issued 01 Sept 2023 · expires -

[Ref A2] BSB50120 Diploma of Business
qualification · Southbridge College (RTO 31877) · issued 10 Mar 2020 · expires -

[Ref A3] HLTAID011 Provide First Aid
licence ticket · Coastline First Aid Training · issued 24 Dec 2024 · expires 24 Dec 2027

[Ref A4] Working with Children Check
clearance · NSW Office of the Children's Guardian · issued 07 June 2024 · expires 01 June 2029

[Ref A5] Public liability insurance certificate of currency
insurance · Corelink Insurance · issued 08 May 2026 · expires 08 May 2027

[Ref A6] Professional indemnity insurance certificate of currency
insurance · Corelink Insurance · issued 08 May 2026 · expires 08 May 2027

[Ref A7] VET Practitioner CPD Log 2025-26
professional development · Self-maintained · issued 27 July 2026 · expires 27 July 2027

[Ref A8] Assessment Validation Workshop (8 hrs)
professional development · VET Practice Network · issued 21 Aug 2026 · expires 21 Aug 2027

[Ref A9] Consulting engagement log - business planning clients
industry currency · Self-maintained · issued 25 Sept 2026 · expires 14 Dec 2026

[Ref A10] Industry placement record - 5 days finance operations
industry currency · Marchetti Advisory · issued 10 Oct 2025 · expires 10 Oct 2026

[Ref A11] Site visit record - Halden Logistics distribution centre
site visit · Halden Logistics Pty Ltd · issued 10 Sept 2026 · expires 09 Sept 2028

[Ref A12] Employment reference - Operations Manager, Halden Logistics
employment reference · Halden Logistics Pty Ltd · issued 28 Jan 2026 · expires -

[Ref A13] Assessment tool validation record - BSBCRT511
validation record · Riverbank Institute (RTO 40219) · issued 27 June 2026 · expires -

TRAINER DECLARATION

I, Jordan Mitchell, declare that the evidence referenced in this report has been prepared and supplied by me, is a true record of documents held in my Trainer Matrix account at the time of generation, and I understand that this report is a self-maintained portfolio snapshot and does not certify compliance with the Standards for RTOs.

Signed: Jordan Mitchell
Date: 24 Nov 2026