



Policy & Procedure

Deliver Training & Assessment

Purpose

The purpose of this policy and procedure is to ensure that the RTO provides quality training and assessment across all its operations.

Inputs

SRTO 2015:

Standard 1 - The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.

1.1. The RTO's training and assessment strategies and practices, including the amount of training they provide, are consistent with the requirements of training packages and VET accredited courses and enable each learner to meet the requirements for each unit of competency or module in which they are enrolled.

1.2. For the purposes of Clause 1.1, the RTO determines the amount of training they provide to each learner with regard to:

- a) the existing skills, knowledge and the experience of the learner.
- b) the mode of delivery; and
- c) where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification.

1.3. The RTO has, for all of its scope of registration, and consistent with its training and assessment strategies, sufficient:

- a) trainers and assessors to deliver the training and assessment.
- b) educational and support services to meet the needs of the learner cohort/s undertaking the training and assessment;
- c) learning resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery; and
- d) facilities, whether physical or virtual, and equipment to accommodate and support the number of learners undertaking the training and assessment.

1.4. The RTO meets all requirements specified in the relevant training package or VET accredited course

1.5. The RTO's training and assessment practices are relevant to the needs of industry and informed by industry engagement.

1.6. The RTO implements a range of strategies for industry engagement and systematically uses the outcome of that industry engagement to ensure the industry relevance of:

- a) its training and assessment strategies, practices and resources; and
- b) the current industry skills of its trainers and assessors.

1.7. The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses.

1.8. The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):

- a) complies with the assessment requirements of the relevant training package or VET accredited course; and
- b) is conducted in accordance with the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.

National Code 2018:

11.2.5 the provider and any partner they engage to deliver a course or courses to overseas students has adequate staff and education resources, including facilities, equipment, learning and library resources and premises as are needed to deliver the course to the overseas students enrolled with the provider.

11.2.6 the maximum number of overseas students proposed by the provider for the location reflects the appropriateness of the staff, resources, and facilities for the delivery of the course

Requirement



The RTO is required to develop and implement approaches, including by providing access to suitable resources, facilities and trainers that ensure learners gain all relevant skills and knowledge.

The RTO is responsible for ensuring training and assessment is delivered in line with clear and documented course structures that consider the duration, delivery modes and training and assessment methods.

The RTO must demonstrate its training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.

The must be able to demonstrate that its training and assessment strategies and practices, including the amount of training they provide, will enable the learner to meet the requirements for each unit of competency or module in which they are enrolled.

The amount of training provided to each learner must also take into account:

- the existing skills, knowledge, and the experience of the learner
- the mode of delivery
- where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification.

In addition to ensuring the amount of training is sufficient the RTO is required to comply with the AQF in applying the volume of learning to their programs. The RTO must therefore develop and implement strategies for training and assessment that are consistent with the AQF.

RTOs must provide equitable access to all required educational and support services, so that no learner is disadvantaged regardless of their mode of study or location. Any limitations regarding access to these resources must be made clear in pre-enrolment information so clients and learners can make an informed choice about which RTO and course of study best meets their needs.

The RTO must develop and implement a system to ensure that assessment judgements are consistently made on a sound basis. An assessment system includes not only the actual materials used directly in conducting assessment, but also policies, procedures and other supporting documents that inform the way assessment is conducted within the RTO.

All assessment must meet the requirements of the Training Package and be conducted in accordance with the Principles of Assessment and the Rules of Evidence.

The RTO must offer recognition of prior learning to individual learners.

In order to be compliant with the National Code 2108 the RTO must not deliver a course exclusively by online or distance learning to an overseas student and no more than one-third of the units (or equivalent) of a VET course can be delivered online or distance learning.

For overseas students, each compulsory study period must include at least one unit that is not by distance or online learning, unless the student is completing the last unit of their course.

Reference Documentation

Other documentation which relates to this Policy & Procedure includes:

- DTWD WA Publication:
 - Assessment in the VET sector
- TAC Fact Sheets:
 - Developing Training and Assessment Strategies
 - Industry Engagement
 - Identifying and Meeting Learner Needs
 - Amount of Training
 - Assessment
 - Distance and Online Training and Assessment
 - Recognition of Prior Learning
- Reasonable adjustment: A guide to working with students with disability

Tools & Templates

This P&P is supported by the Tools & Templates identified at each stage in the process.

Policy

IIA training and assessment practices are to be responsive learner needs and all assessment conducted by IIA must meet the requirements of the Training Package and be conducted in accordance with the Principles of Assessment and the Rules of Evidence. IIA offers recognition of prior learning to individual learners.



Preparation

Prior to the conduct of training the following checks are to be carried out:

- all facilities and equipment met the requirements of the training package and are available as confirmed by completion of *IIA - Facilities Equipment Checklist*.
- The versions of all training and assessment materials are confirmed to ensure only the most current versions are in use.

Tools & Templates: IIA - Facilities Equipment Checklist

Output: Confirmation that all training and assessment resources are fit for use

Responsibility: Academic Manager / Trainer and Assessor

Student Management

The Trainer & Assessor will greet the students upon arrival and mark their Student Attendance Record Sheet.

Tools & Templates: IIA - Student Attendance Record Sheet

Output: Completed Student Attendance Record Sheet

Responsibility: Trainer and Assessor

Conducting Assessment

Personnel conducting assessment are to utilise appropriate methods for recording, storing, and accessing assessment outcomes.

Assessment activities undertaken by IIA are to follow the methodology outlined below:

- Assessment procedures are fully explained to students.
- The assessment requirements of the Units of Competence are outlined. Any arrangements for the work placement are arranged.
- Trainers & Assessors record individual student assessment results as assessments are undertaken.
- Post-assessment guidance to be provided to students.
- The appeals and reassessment process are outlined and is always available.

Output: Assessment outcomes recorded

Responsibility: Trainer and Assessor

Workplace Placement

Where work placement forms part of the training and assessment tasks for students the workplace must be informed of the requirements and provide information on:

- The student tasks.
- The assistance required.
- Administrative details
- Feedback on student performance

Output: Workplaces informed of student requirements.

Responsibility: Academic Manager

Training facilities management

- Classroom / training area management:
 - Confirm facilities are prepared and setup.
 - Make sure it is clean before starting training.
- All other facilities are ready including:
 - Recreation areas
 - Private study rooms
 - Computer Lab
 - Simulation areas

Output: Training and assessment facilities ready

Responsibility: Trainer and assessor / Administrator

Recording Student Outcomes



It is critical that accurate records of assessments are maintained. Results are to be maintained accurately, uploaded on Student Management System (SMS) and are forwarded to the Academic Manager.

IIA uses *RTO Manager* as its Student Management System.

Administrator is responsible for recording student outcomes.

Tools & Templates

- Student Management System

Output

Accurate and current Student records

Responsibility

Administrator

Key Performance Indicator:

The effectiveness of this P&P will be measured by evaluation of the Training & Assessment delivered.

Version history

Version	Date	Description of modifications
1.0	January 2024	Initial Draft
2.0	August 2024	Final