

POLICY: TRAINING AND ASSESSMENT

POLICY NUMBER:	EIT01	VERSION:	1.0
DATE ADOPTED:	1 st September 2015	DATE LAST REVIEWED:	
DATE OF NEXT REVIEW:	1 st September 2016	REVIEW FREQUENCY:	Annually
AUTHORISED BY:	Academic Board	REVIEWED BY:	E-learning Manager
POLICY OWNER	E-Learning Manager		
RESPONSIBLE FOR REVIEW:	CEO, E-Learning Manager, Accreditation Manager		
REVIEW PROCESS:	CEO, E-Learning Manager, Accreditation Manager, E-Learning Coordinators		
DOCUMENT MANAGEMENT:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures		
COMMUNICATION	<p>All relevant staff will be automatically notified by email when the reviewed policy has been authorized.</p> <p>Staff will also be notified in the fortnightly team meetings and in the E-Learning team meetings. All meetings will be minuted.</p>		
Policy context: This policy relates to:			
STANDARDS FOR RTOS 2015	Standard One		
LEGISLATION OR OTHER REQUIREMENTS	<ul style="list-style-type: none"> National Vocational Education and Training Regulator Act 2011 VET Quality Framework 		
OTHER POLICIES	<p>All EIT Overarching and Supplementary Policies</p> <p><i>Note: All EIT policies can be found in W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</i></p>		
FORMS AND OTHER DOCUMENTS	<ul style="list-style-type: none"> Student Questionnaire Employer Questionnaire Instructor Post- Delivery Module Feedback Form Learner & Employer Survey (AQF) Trainer & Assessor Induction Pack Admin Staff Induction Pack Student Induction Pack Student Enrolment Form – Parts 1 & 2 Management and Team Meeting Minutes EIT Student Handbook Training Package Documents Accredited Course Documents 		

	<ul style="list-style-type: none"> • TAMs • Assessment Strategies • Assessment Guidelines • Moodle • Staff Matrix (Admin & Instructors) • Course Brochure • E-Learning FAQ Document • Power Pro • Position Descriptions • Instructor Contracts and Resume/CVs • ESI Learning Plan • RPL forms
DEFINITIONS	Refer to EIT Policy Glossary W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
EVIDENCE	See Internal EIT folders for locations of the above “Forms and Other Documents”

Policy Information:

POLICY	<p>EIT has in place comprehensive training and assessment strategies and practices that:</p> <ul style="list-style-type: none"> • Meet the requirements of training packages and VET accredited courses; • Are responsive to industry and learner needs; and • Are delivered by appropriately qualified trainers and assessors with the right support services, facilities and equipment.
SCOPE	This policy applies to all staff and students
PROCEDURES	<p>EIT will achieve this policy by:</p> <ul style="list-style-type: none"> • having in place a comprehensive training and assessment strategy (TAS) for each training package and VET accredited course delivered by EIT that : <ul style="list-style-type: none"> ○ meets the requirements of each unit of competency or module in which the learner is enrolled; • Includes Volume of Learning inline with the Volume of Learning Indicators • having facilities and equipment to accommodate and support the number of learners undertaking training and assessment. • being responsive to industry needs, ensuring training and assessment is: <ul style="list-style-type: none"> • relevant to the needs of industry; • informed by industry engagement; and • monitors emerging technology and regulatory

requirements through;

- gathering formal and informal feedback including pre-Module Instructor feedback, post-Module Instructor Feedback, student and employer progress questionnaires
 - attendance at ESI Technical Advisory Committee (TAC) Meetings ()
 - Industry Working Group
 - Client Visits
 - Consultation with Engineers Australia
 - Use of Remote Labs
- being responsive to learner needs and supporting them by:
 - providing support prior to enrolment or start of the course that assists the learner to choose the most appropriate course to meet their identified learning needs including:
 - identifying particular requirements (such as literacy, numeracy, English language or physical capabilities) that learners would need to complete each course
 - developing strategies to provide support or advise students of support available, where gaps are identified;
 - conducting effective assessment that:
 - complies with the assessment requirements of the relevant training package or VET accredited course
 - is conducted in accordance with the Principles of Assessment and Rules of Evidence
 - includes systematic validation of training products every five (5) years.
 - employing appropriately qualified trainers and assessors who:
 - have current industry knowledge and skills;
 - have current knowledge and skills in vocational training
 - undertake regular professional development.
 - providing supervision to trainers, where needed, by determining the:
 - individual holds the necessary relevant vocational competencies to the level being delivered and assessed
 - individual has current relevant industry skills
 - the level of supervision required
 - any necessary requirements, conditions and restrictions
 - ensuring transitions from superseded training products are managed.

PROCESS

See the following process maps:

TRAINING AND ASSESSMENT POLICY

- Training & Assessment - Stage 1 Planning
- Training & Assessment - Stage 2 Conduct
- Training & Assessment - Stage 3 Continuous Improvement

END OF DOCUMENT