# TRAINING AND ASSESSMENT POLICY

## Policy: Training and Assessment

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>EIT01</th>
<th>Version:</th>
<th>2.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Adopted:</td>
<td>26 September 2017</td>
<td>Date Last Reviewed:</td>
<td>19 June 2017</td>
</tr>
<tr>
<td>Date of next review:</td>
<td>19 June 2018</td>
<td>Review Frequency:</td>
<td>Annually</td>
</tr>
<tr>
<td>Authorised by:</td>
<td>Academic Board</td>
<td>Reviewed by:</td>
<td>CEO, College Manager &amp; Accreditation &amp; Compliance Manager</td>
</tr>
<tr>
<td>POLICY OWNER</td>
<td>College Manager</td>
<td>DOCUMENT MANAGEMENT:</td>
<td>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</td>
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<tr>
<td>COMMUNICATION</td>
<td>All relevant staff will be automatically notified by email when the reviewed policy has been authorized. Staff will also be notified in regular team meetings. All meetings will be minuted.</td>
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**Policy context:** This policy relates to:

### Standards for RTOs 2015
- Standard One

### Legislation or other requirements
- National Vocational Education and Training Regulator Act 2011
- VET Quality Framework

### Other Policies
- All EIT Overarching and Supplementary Policies
  
  Note: All EIT policies can be found in W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures

### Forms and other documents
- 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 Application Form
- Management and Team Meeting Minutes
- EIT Student Handbook
- Training Package Documents
- Accredited Course Documents
- Training and Assessment Matrix (TAM)
- Training and Assessment Strategy (TAS)
- Assessment Guidelines
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- Moodle
- Staff Matrix (Admin & Instructors)
- Course Brochure
- E-Learning FAQ Document
- Student Management Systems
- Position Descriptions
- Instructor Contracts and Resume/CVs
- Learning Plans
- 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
EIT has in place comprehensive training and assessment strategies and practices that:
- 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 Vocational Education & Training (VET) staff and students

PROCEDURES
EIT will achieve this policy by:
- having in place a comprehensive training and assessment strategy (TAS) for each training package and VET accredited course delivered by EIT that:
  - 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:
  - relevant to the needs of industry;
  - informed by industry engagement; and
  - monitors emerging technology and regulatory requirements through;
  - gathering formal and informal feedback including,
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#### Post-Module Instructor Feedback, Student and Employer Progress Questionnaires
- 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:**
  - that the individual holds the necessary relevant vocational competencies to the level being delivered and assessed
  - that the 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 & Assessment - Stage 1 Planning
- Training & Assessment - Stage 2 Conduct
- Training & Assessment - Stage 3 Continuous Improvement

### END OF DOCUMENT