**Policy: Quality Training and Assessment Strategies**

<table>
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<th>Policy Number:</th>
<th>EIT01.1</th>
<th>Version:</th>
<th>2.0</th>
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<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>Six Monthly</td>
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<td>Authorised by:</td>
<td>Academic Board</td>
<td>Reviewed by:</td>
<td>CEO, College Manager and Accreditation &amp; Compliance Manager</td>
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<td>Policy Owner:</td>
<td>College Manager</td>
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<td>Document Management:</td>
<td>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</td>
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**Communication:**
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.

**Policy context:** This policy relates to:

**Standards for RTOS 2015** Standard One - Clauses 1.1-1.4

**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**
- Training and Assessment Strategies (TAS)

**Definitions**
Refer to EIT Glossary of Terms
*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 develops, implements and regularly updates its training and assessment strategies to ensure it meets all the requirements specified in the relevant training packages or VET accredited courses.

**Scope**

This policy applies to all Vocational Education and Training (VET) staff.

**Procedures**

EIT will achieve this policy by ensuring:

- Every course has an individual training and assessment strategy (TAS) which is consistent with the requirements of the relevant training package or VET accredited course, and;
  - Outlines the volume of learning required;
  - Contains clear statements outlining course aims and learning outcomes;
  - Outlines the education and support services provided to meet the needs of the learner;
  - Outlines the resources available for each unit;
  - Outlines the facilities provided;
  - Is a coherent program of subjects/units/modules;
  - Has assessment activities that are aligned to learning outcomes;
  - Has defined access and articulation pathways;
  - Is focused on employment-related outcomes;
  - Is equivalent across all sites and modes of delivery;
  - Has sufficient trainers with appropriate levels of knowledge and skill to provide the training; and
  - Is subjected to regular formal review to enable continuous improvement.

**Process**

- Training & Assessment – Stage 2: Conduct Process.
- Training & Assessment – Stage 3: Continuous Improvement Process.

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