

POLICY: QUALITY TRAINING AND ASSESSMENT STRATEGIES

POLICY NUMBER:	EIT01.1	VERSION:	1.0
DATE ADOPTED:	1 September 2015	DATE LAST REVIEWED:	
DATE OF NEXT REVIEW:	1 March 2016	REVIEW FREQUENCY:	Six Monthly
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 - Clauses 1.1-1.4
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"> • Training and Assessment Strategies (TAS)
DEFINITIONS	<p>Refer to EIT Glossary of Terms</p> <p><i>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</i></p>
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 development strategies to ensure it meets all the requirements specified in the relevant training packages or VET accredited courses.
SCOPE	This policy applies to all staff
PROCEDURES	<p>EIT will achieve this policy by ensuring:</p> <ul style="list-style-type: none"> • 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; <ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> • Training & Assessment – Stage 1: Planning Process. • Training & Assessment – Stage 2: Conduct Process. • Training & Assessment – Stage 3: Continuous Improvement Process.

END OF DOCUMENT