

### POLICY: QUALITY TRAINING AND ASSESSMENT STRATEGIES

<b>POLICY NUMBER:</b>	EIT01.1	<b>VERSION:</b>	3.0
<b>DATE ADOPTED:</b>	12 March 2019	<b>DATE LAST REVIEWED:</b>	9 March 2019
<b>DATE OF NEXT REVIEW:</b>	9 March 2020	<b>REVIEW FREQUENCY:</b>	Annually
<b>AUTHORISED BY:</b>	Academic Board	<b>REVIEWED BY:</b>	CEO, VET College Manager and Accreditation & Compliance Manager
<b>POLICY OWNER:</b>	VET College Manager		
<b>DOCUMENT MANAGEMENT:</b>	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures		
<b>COMMUNICATION</b>	<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 regular team meetings. All meetings will be minuted.</p>		
<b>Policy context:</b> This policy relates to:			
<b>STANDARDS FOR RTOs 2015</b>	Standard One - Clauses 1.1-1.4		
<b>LEGISLATION OR OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• VET Quality Framework</li> </ul>		
<b>OTHER POLICIES</b>	<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>		
<b>FORMS AND OTHER DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• Training and Assessment Strategies (TAS)</li> </ul>		
<b>DEFINITIONS</b>	<p>Refer to EIT Glossary of Terms</p> <p><i>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</i></p>		
<b>EVIDENCE</b>	<p>See Internal EIT folders for locations of the above “Forms and Other Documents”</p>		

<b>Policy Information:</b>	
<b>POLICY</b>	<b>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.</b>
<b>SCOPE</b>	This policy applies to all Vocational Education and Training (VET) staff
<b>PROCEDURES</b>	<p>EIT will achieve this policy by ensuring:</p> <ul style="list-style-type: none"> <li>• 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"> <li>○ Outlines the volume of learning required;</li> <li>○ Contains clear statements outlining course aims and learning outcomes;</li> <li>○ Outlines the education and support services provided to meet the needs of the learner;</li> <li>○ Outlines the resources available for each unit;</li> <li>○ Outlines the facilities provided;</li> <li>○ Is a coherent program of subjects/units/modules;</li> <li>○ Has assessment activities that are aligned to learning outcomes;</li> <li>○ Has defined access and articulation pathways;</li> <li>○ Is focused on employment-related outcomes;</li> <li>○ Is equivalent across all sites and modes of delivery;</li> <li>○ Has sufficient trainers with appropriate levels of knowledge and skill to provide the training; and</li> <li>○ Is subjected to regular formal review to enable continuous improvement.</li> </ul> </li> </ul>
<b>PROCESS</b>	<ul style="list-style-type: none"> <li>• Training &amp; Assessment – Stage 1: Planning Process.</li> <li>• Training &amp; Assessment – Stage 2: Conduct Process.</li> <li>• Training &amp; Assessment – Stage 3: Continuous Improvement Process.</li> </ul>

END OF DOCUMENT