

| | | | |
|-----------------------------|--|----------------------------|--|
| POLICY NUMBER: | EIT01.1 | VERSION: | 5.0 |
| DATE ADOPTED: | 7 December 2020 | DATE LAST REVIEWED: | 9 March 2022 |
| DATE OF NEXT REVIEW: | 9 March 2025 | REVIEW FREQUENCY: | 3 Years |
| AUTHORISED BY: | Academic Board | REVIEWED BY: | VET College Manager and Accreditation & Compliance Manager |
| POLICY OWNER | VET College Manager | | |
| 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 authorised.</p> <p>Staff will also be notified in regular 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 (link to ASQA's outline of the 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>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</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 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 | <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. |

END OF DOCUMENT