POL001 TRAINING AND ASSESSMENT STRATEGIES AND PRACTICES

This policy applies to both Southern Training Organisation RTO#91378 and MBA Group Training Limited RTO#88163

This policy outlines the approach of, and method adopted by, the RTO with respect to training and assessment designed to enable learners to meet the requirements of the training package or accredited course, as described in Standards 1.1 through 1.6 and 2.2 of the Standards for Registered Training Organisations (RTO's) 2015. This policy applies to all nationally recognised training provided on the RTO's scope of registration.

TRAINING AND ASSESSMENT STRATEGIES

A Training and Assessment Strategy (TAS) defines how the RTO ensures training and assessment practices:

- meet the requirements of training packages and VET accredited courses
- are responsive to industry and learner needs
- are delivered by appropriately qualified trainers and assessors with the right support services, facilities and equipment.

The RTO is responsible for developing, implementing, monitoring and evaluating quality training and assessment strategies and practices that meet training package and VET accredited course requirements.

DEVELOPMENT OF TAS DOCUMENTS

The RTO is committed to ensuring all nationally recognised training products on the RTO's scope of registration has a TAS document detailing the following:

- the amount of training required by the learner regarding any existing skills, knowledge and experience
- the delivery mode/s
- the modules and/or units delivered
- trainers and assessors accredited to deliver the training and assessment
- educational and support services to meet the needs of the learner cohort/s undertaking the training and assessment
- learning resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery
- any facilities, whether physical or virtual, and equipment to accommodate and support the number of learners undertaking the training and assessment
- the relevance to the needs of industry.

TAS documents are to be developed using the Training and Assessment Strategy Template developed in collaboration with an external quality assurance consultant to ensure all the above items are addressed.

It is the responsibility of the Compliance Manager and Training Director to manage the development of TAS documentation and ensure they are sufficient to the needs of the learner cohort and satisfy the training product.

IMPLEMENTATION AND MONITORING OF TAS DOCUMENTS

The RTO will ensure that all TAS documentation is available to learners, staff and the relevant trainers and assessors. Any changes made to a TAS document must be documented and communicated to any impacted learners, staff or trainers and assessors.

All TAS documents must be reviewed every 12 months or when any changes are made to the training and assessment practices or product, whichever comes first. Version control must be used to monitor any changes to TAS documentation. The Training Director, Compliance Manager and Learning and Development Coordinator and relevant trainers and assessors are subscribed to receive notifications from training.gov.au when any changes are made to a training product on the RTO's scope of registration.

It is the responsibility of the Compliance Manager and Training Director to provide relevant staff and trainers and assessors with information regarding TAS documents or training and assessment practices.

VALIDATION OF TAS DOCUMENTATION AND PRACTICES

TAS documentation and training and assessment practices are also monitored through the validation process. Please refer to the Validation and Moderation Policy for further information about validation processes.

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