

## What you need to know – key take outs

ITeC Academy will:

- Implement a systematic process to developing and documenting Training and Assessment Strategies (TAS) and resources, in consultation with clients and stakeholders.
- Where the development of the TAS involves an application to ASQA, this will be submitted by the General Manager (authorised delegate)
- Through the development of training and assessment strategies, ITeC Academy ensures appropriate access to trainers, assessors, facilities, equipment, and materials.
- All training and assessment strategies are articulated to comply with the requirements of Training Packages, VET Accredited courses, and AQF.
- Additional information is researched during the development of training and assessment strategies.
- Industry/client involvement may include representatives from Jobs and Skills councils, industry organisations, clients, licensing bodies, and trade unions.
- Training and assessment strategies must meet client needs and support the characteristics of the target group.
- Validation of assessment processes, tools, and evidence is conducted as per the RTO Validation plan.

**Always read this policy in conjunction with the related procedures identified below.**

<b>Policy principles</b>	ITeC Academy is committed to developing, implementing, and reviewing training and assessment strategies (TAS) and resources, for qualifications within their scope of registration, which accommodate the needs of their clients and satisfy the requirements of the Training Packages and VET Accredited Courses.
<b>Purpose</b>	The purpose of this policy is to ensure a process for identifying, negotiating, planning and implementing appropriate training and assessment strategies, practices, and resources that are responsive to industry and client needs and comply with National standards.
<b>Risk statement</b>	IRT and ITeC Academy have a low risk appetite for failing to meet our legislative obligations.
<b>Scope</b>	The scope of this policy covers all ITeC Academy students, employees and/or third parties acting on behalf of ITeC Academy.

<b>Related procedure</b>	<p>Full procedures are outlined in the ITeC Academy Procedure Manual Section/s;</p> <ul style="list-style-type: none"> <li>- Training and Assessment procedures – all sections</li> <li>- Training and Assessment Strategies</li> <li>- Learning and Assessment Assets</li> <li>- Validation</li> </ul>
<b>Related documents</b>	<ul style="list-style-type: none"> <li>• Policy 1.03.855 Validation</li> <li>• 1.03.828 Development and Conduct of Assessment Policy</li> <li>• Policy 1.03.810 Continuous Improvement</li> <li>• Policy 1.03.813 Record Retention &amp; Reporting Policy</li> <li>• Procedure Manual</li> <li>• Training and Assessment Strategies template</li> <li>• Industry consultation form</li> <li>• Pre_Validation template</li> <li>• Post-Validation template</li> <li>• Learner Guides</li> <li>• Assessment tools/instruments</li> </ul>
<b>Compliance requirements</b>	<ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• Copyright Act 1968</li> <li>• Standards for RTOs 2015;</li> </ul> <p>The Standards for Registered Training Organizations (RTOs) 2015 are a set of regulations developed by the Australian Skills Quality Authority (ASQA) to ensure that RTOs deliver quality training and assessment services.</p> <ul style="list-style-type: none"> <li>○ SRTO1. The RTO’s training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.</li> <li>○ SRTO2. The operations of the RTO are Quality Assured</li> <li>○ SRTO3. The RTO issues, maintains, and accepts AQF certification documentation in accordance with these standards and provides access to learner records.</li> <li>○ SRTO4. Accurate and accessible Information about an RTO, its services and performance is available to inform prospective and current learners and clients.</li> <li>○ SRTO5. Each learner is properly informed and protected</li> <li>○ SRTO6. Complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively.</li> </ul>

	<ul style="list-style-type: none"> <li>○ SRT07. The RTO has effective governance and administration arrangements in place.</li> <li>○ SRT08. The RTO cooperates with the VET regulator and is legally compliant at all times.</li> </ul>
<b>Policy owner</b>	General Manager ITeC Academy
<b>Publish date</b>	July 2024
<b>Content Manager reference number</b>	EDOC2024/0050941

## 1 Regulatory Standards and relevant legislation

This policy has been written to align with the Standards for RTOs 2015 and other relevant legislation and regulations. The following table explains the link between this policy and the relevant external requirements.

Standard / legislation	What this means
National Vocational Education and Training Regulator Act 2011	<p>The National Vocational Education and Training Regulator Act 2011 is legislation that establishes the Australian Skills Quality Authority (ASQA) as the national regulator for the vocational education and training (VET) sector.</p> <p>ASQA is tasked with ensuring the quality and consistency of VET services across Australia.</p> <p>ASQA has powers to investigate complaints, conduct audits of providers, impose sanctions for non-compliance, and revoke registrations or accreditations where necessary to protect the integrity and quality of the VET sector.</p>
Copyright Act 1968	<p>The Copyright Act 1968 is the primary legislation governing copyright law in Australia. It provides the legal framework for protecting the rights of creators and owners of original works, such as literary, artistic, musical, and dramatic works, as well as films, sound recordings, broadcasts, and published editions.</p>
Standards for RTOs 2015	<ul style="list-style-type: none"> <li>○ The Standards for Registered Training Organizations (RTOs) 2015 are a set of regulations developed by the Australian Skills Quality Authority (ASQA) to ensure that RTOs deliver quality training and assessment services.</li> <li>○ SRTO1. The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.</li> <li>○ SRTO2. The operations of the RTO are Quality Assured</li> <li>○ SRTO3. The RTO issues, maintains, and accepts AQF certification documentation in accordance with these standards and provides access to learner records.</li> <li>○ SRTO4. Accurate and accessible Information about an RTO, its services and performance is available to inform prospective and current learners and clients.</li> </ul>

	<ul style="list-style-type: none"> <li>○ SRTO5. Each learner is properly informed and protected</li> <li>○ SRTO6. Complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively.</li> <li>○ SRTO7. The RTO has effective governance and administration arrangements in place.</li> <li>○ SRTO8. The RTO cooperates with the VET regulator and is legally compliant at all times</li> </ul>
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## 2 Training and Assessment

ITeC Academy will;

- Identify, negotiate, plan and implement appropriate training and assessment strategies to meet the needs of industry and its clients;
- Implement these strategies for each qualification and accredited course within its scope of registration. These strategies will include the identification of proposed target groups, delivery and assessment modes and strategies, assessment validation processes and pathways, and will be developed in consultation with enterprise/industry;
- Document these strategies on application for registration and on extension of scope;
- Validate assessment strategies by reviewing, comparing and evaluating the assessment processes, tools and evidence contributing to judgments at least annually, and by documenting any action taken to improve the quality and consistency of assessment;
- Offer various training modes and assessment methods including but not limited to; recognition, simulations, written and verbal assessment, to accommodate the needs of individuals (as applicable);
- Ensure that training and/or assessment products and services are developed, adapted and/or delivered in line with the requirements in the Standards for RTOs;
- Ensure all training and assessment activities are conducted using an open, supportive process which includes students being made aware of the precise requirements of their training and assessment;
- Ensure that ITeC Academy has access to the relevant staff, facilities and equipment to provide the training and/or assessment services within its scope of registration and scale of operations, to accommodate student volume individual needs, delivery methods and assessment requirements; and
- Ensure that it has, or has access to, training and assessment materials applicable to the RTO’s scope of registration and delivery profile.

### 3 Training and Assessment Strategies (TAS)

- ITeC Academy has a TAS template for each qualification or VET accredited course under its scope of registration.
- Information contained in the TAS includes the full code and title of the training product, how units of competency are packaged, amount of training, duration and scheduling, entry-level requirements, modes of delivery, assessment resources, methods and timing, human resources, physical resources, learning resources, RPL processes, and advice to trainers and assessors.

### 4 Client Tailored Programs

- If a client engages ITeC Academy in the development of specific delivery and assessment, the TAS will identify client requirements and partnering arrangements.

### 5 Training and Assessment Resources

- All resources needed for the delivery of the training program are identified in the TAS.
- Documented Training and Assessment Resources may include; trainer resources, learner resources, and assessment resources.
- ITeC Academy will research appropriate free or training learning and assessment resources for implementation.
- Other resources may include premises, equipment, industry placement arrangements, simulated environments, support staff, and language support.

### 6 Copyright of Resources

- All printed training and assessment resources produced by or on behalf of ITeC Academy are Copyright to ITeC Academy under the provisions of the Copyright Act 1968.

### 7 Record Keeping and Retention

ITeC Academy will collect and retain all records of training and assessment delivered by partnering organisations. These records must be forwarded to ITeC Academy within 30 days of a student completing their program. Partnering organisations may retain a copy of student records before forwarding them to ITeC Academy.

## 8 Continuous improvement

As part of ITeC Academy's Continuous Improvement Activities, the findings from student and employee/contractor feedback, validation and other self-assessment activities will be reviewed by the RTO Leadership team to determine overall effectiveness of the arrangements, procedures and overall effectiveness of the policy. The requirement for improvement and associated actions will be approved and implementation monitored.

### **In practice example:**

It is August and the planning for next year's courses has started. The RTO Manager schedules a meeting with the trainer/assessor due to deliver the course to reflect on current practices and review the existing TAS. A recording of the consultation session is saved as evidence.

This meeting is followed by a meeting with Learning and Development representatives from IRT to review the course training and assessment strategy. Elective units of competency are reconfirmed and training and assessment activities explained and agreed on. A recording of the consultation session is saved as evidence.

The TAS is finalised, document controlled and saved.

## 9 Roles and responsibilities

Role	Responsibility
Policy Owner – General Manager ITeC Academy	Oversees the RTO operations to implement this policy and associated procedures relating to TAS development and training and assessment practices.
Policy Monitor – Compliance Manager	Review operational compliance with policy. Maintain the validation register. Prepare draft policy improvements.
Policy Monitor – RTO Manager	Approves TAS documents. Ensure day to day implementation and compliance with policy.
Implementation – all employees	Implement day to day operations associated with complying with this policy and associated procedures.

## 10 Definitions

In this Policy, words have the following meaning:

Term	Definition
<b>Accredited short course</b>	A course accredited by the VET Regulator in accordance with the Standards for VET Accredited Courses that leads to an AQF statement of attainment.
<b>AQF qualification</b>	An AQF qualification type endorsed in a training package or accredited in a VET accredited course.
<b>Educational and support services</b>	May include pre-enrolment materials, study support, LLN programs, and other services necessary to support learners to achieve competency.
<b>Industry</b>	Bodies that have a stake in the services provided by RTOs, including employers, industry organisations, industry regulators, and industry skills councils.
<b>Industry engagement</b>	Strategies such as partnering with local employers, involving employer nominees in advisory committees, and networking with industry bodies.



Term	Definition
<b>Mode of delivery</b>	The method adopted to deliver training and assessment, including online, distance, or blended methods.
<b>Module</b>	A group of learning outcomes in a VET accredited course.
<b>Operations of an RTO</b>	Training, assessment, administration, and support services related to its registration.
<b>Scope of registration</b>	The training products for which an RTO is registered to issue AQF certification documentation.
<b>Skill set</b>	A single unit of competency or a combination of units of competency from a training package which link to a licensing or regulatory requirement, or a defined industry need.
<b>Training and assessment strategies (TAS)</b>	The document outlining the approach and method/s adopted by the RTO with respect to training and assessment.
<b>Training Package</b>	The components of a training package endorsed by the Industry and Skills Council.
<b>Unit of competency</b>	The specification of the standards of performance required in the workplace as defined in a training package.
<b>Validation</b>	The quality review of the assessment process.
<b>Volume of learning</b>	The time required to develop all the required skills and knowledge.