

RTO001 Policy Training and Assessment Strategies and Practices

1. Purpose

The purpose of this policy is to ensure that Health Information Management Association of Australia Limited (HIMAA) Education Services staff create and review all Training and Assessment Strategies (TAS) in a consistent manner that meets the requirements of the training package and unit of competency as well as industry needs.

2. Scope

This policy applies to all Education Services staff and the Quality and Compliance Officer.

3. Standard 1 Clauses 1.1 – 1.4

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.

1.1 The RTO's training and assessment strategies and practices, including the amount of training they provide are consistent with the requirements of training packages and VET accredited courses and enable the learner to meet the requirements for each unit of competency or module in which they are enrolled.

1.2 For the purpose of clause 1.1, the RTO determines the amount of training they provide to each learner with regard to:

- a) The existing skills, knowledge and the experience of the learner;
- b) The mode of delivery; and
- c) Where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification.

1.3 The RTO has, for all its scope of registration, and consistent with its training and assessment strategies, sufficient:

- a) Trainers and assessors to deliver the training and assessment
- b) Educational and support services to meet the needs of the learner cohort/s undertaking the training and assessment;
- c) 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; and
- d) Facilities whether physical or virtual, and equipment to accommodate and support the number of learners undertaking the training and assessment.

1.4 The RTO meets all requirements specified in the relevant training package or VET accredited course.

4. References

This policy has been written within the guidelines for:

- Standards for Registered Training Organisations (RTOs) 2015
- User's Guide Standards for Registered Training Organisations (RTOs) 2015
- RTO001 SOP Training and Assessment Strategies and Practices
- RTO001 Form Industry Consultation Form
- RTO002 Policy Industry Relevance
- RTO002 SOP Industry Relevance

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- RTO002 Form Face to Face Training WHS Checklist
- RTO003 Form Attendance Sheet for Face to Face Training

5. Policy

- 5.1 HIMAA ensures that all training and assessment strategies and practices are in line with the requirements of the training package and enable the learner to meet the requirements for the unit of competency in which they are enrolled.
- 5.2 HIMAA's Training Manager and Team Leaders determine the amount of training required by each individual learner. This is dependent on the learner's existing skills, knowledge and the experience of the learner, the mode of delivery and the amount of units delivered as a proportion of the full qualification.
- 5.3 HIMAA has a training and assessment strategy for each of the units of competency that HIMAA delivers.
- 5.4 HIMAA has sufficient trainers and assessors to deliver its courses, as well as support services to meet the needs of its learners.
- 5.5 HIMAA ensures that its learning resources enable learners to meet the requirements of the unit of competency and are always accessible to the learner.
- 5.6 HIMAA meets all requirements of the training package when delivering courses.
- 5.7 HIMAA Education Services staff create Training and Assessment Strategies with guidance from industry.
- 5.8 HIMAA Education Services staff ensure that Training and Assessment Strategies meet the industry and the Unit of Competency requirements as well as the learner's needs.
- 5.9 HIMAA Training and Assessment Strategies are reviewed at least annually and prior to each new course commencing.
- 5.10 HIMAA ensures that all Education Officers and staff follow the Training and Assessment Strategy for training purposes.
- 5.11 HIMAA when conducting face to face training ensures that all facilities and equipment are safe prior to the learner entering the facilities.
- 5.12 HIMAA conducts a Work Health and Safety (WHS) checklist on training facilities for all face to face training for accredited and non-accredited courses.
- 5.13 HIMAA takes Work Health and Safety seriously and ensures all staff are aware of WHS risks.

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