

RTO001 SOP 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 standard operating procedure applies to all Education Services Staff.

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. Definition

Training and assessment strategy and practices – are an approach of, and method adopted by, an RTO with respect to training and assessment designed to enable learners to meet the requirements of the training package or accredited course.

Training Package – means the components of a training package endorsed by the Industry Skills Council or its delegate in accordance with the Standards for Training Packages. The endorsed components of a Training Package are:

- Unit of Competency
- Assessment requirements (associated with each unit of competency)

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- Qualifications
- And credit arrangements

The endorsed components form part of the requirements that an RTO must meet under these standards. A training package also consists of a non-endorsed, quality assured companion volume/s which contains industry advice to RTO's on different aspects of implementation.

Industry – means the bodies that have a stake in the services provided by RTO's. These can include, but are not limited to:

- Enterprise/ industry clients, e.g. employers
- Group training organisations
- Industry organisations
- Industry regulators
- Industry skills councils or similar bodies
- Industry training advisory bodies and
- Unions

Units of Competency – means the specification of the standards of performance required in the workplace as defined in a training package.

5. References

This standard operating procedure has been developed within the guidelines for:

- Standards for Registered Training Organisations (RTOs) 2015
- User's Guide Standards for Registered Training Organisations (RTOs) 2015
- RTO001 Policy Training and Assessment Strategies and Practices
- RTO001 Form Industry Consultation Form
- RTO002 Policy Industry Relevance
- RTO002 SOP Industry Relevance
- RTO002 Form Face to Face Training WHS Checklist
- RTO003 Form Attendance Sheet for Face to Face Training

6. Procedure

6.1 Creating and Reviewing Training and Assessment Strategies

6.1.1 When creating a Training and Assessment Strategy (TAS) the Training Manager ensures that all information regarding the course is provided in the document and is consistent with the training package as well as delivery of the course. This enables the learner to meet the requirements for the unit of competency as it describes all assessment activities and the way the unit is delivered including the number of assessments that the learner must complete to be deemed competent in the unit of competency. The TAS is also used as a guide to the training and assessment processes that the Education Officer needs to do to ensure that all learners are assessed and trained the same to ensure consistency with training and assessment practices throughout HIMAA.

6.1.2 The TAS consists of the following information (but is not limited to):

- Organisation details (including the RTO code and name)

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- Training package information (including the version of the training package)
 - Unit of competency information
 - Education Officers information
 - Course name
 - Target group
 - Qualification pathways
 - Access and equity
 - LLN needs and support services
 - Industry consultation
 - Enrolment process including enrolment dates and closure
 - Entry requirements or pre-requisites
 - Delivery method
 - Hours of delivery
 - Course content
 - Delivery tools and required resources
 - Assessment methods
 - Recognition of Prior Learning information
 - Evidence gathering techniques
 - Timetable information
 - Mapping of assessment tasks to the unit of competency
 - Validation and moderation information
 - Trainer and assessor's competencies (trainer's matrix)
 - Foundation skills
 - List of physical resources (includes all trainers, including third party trainers if required)
 - Assessment feedback
 - Transition arrangements
 - Core Skills for Work
 - Australian Core Skills Framework
 - Policies and procedures relevant to the training and assessment process
- 6.1.3 The TAS and practices are developed and created with industry to ensure that they meet industry needs. The Training Manager consults with relevant parties in the industry to ensure the course and TAS are relevant to industry. This is completed by using the RTO001 Form Industry Consultation and can be completed by phone or in a face to face meeting.
- 6.1.4 Training and assessment strategies and practices are created for each unit of competency that HIMAA has on its scope of registration. HIMAA has sufficient Education Officers for each course.
- 6.1.5 The reviewing process will take place at a meeting between the Training Manager, Education Officers and Quality and Compliance Officer. This will take

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place if there is any training package changes at least annually. This forms part of the validation process for HIMAA.

6.1.6 HIMAA takes into account learner feedback and adjusts the TAS where possible to meet the learner's needs. As HIMAA aims for high quality training and assessment practices it takes into account feedback from learners as well as industry.

6.1.7 Any changes made to the TAS will be documented in the Continuous Improvement register.

6.2 WHS Face to Face training

6.2.1 Staff member conducting training is to ensure that they have used the RTO002 Form Face to Face Training WHS Checklist prior to learner's arrival at the training venue.

6.2.2 The checklist is to be given to the Quality and Compliance Officer upon return to the office or if the training is at the HIMAA office after the training session has been completed.

6.2.3 Learner s are to sign in and out of the training session using RTO003 Form Attendance Sheet for Face to Face Training, this is to ensure if there is a danger such as fire or evacuation, that a correct record of the learner's who are in attendance is available to use as a role call to ensure all learners are safe.

6.2.4 The staff member conducting the training must ensure that this form is completed and current at times of training.

6.2.5 The completed attendance form is to be handed in with the WHS checklist to the Quality and Compliance Officer to be filed.

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