

1.03.824 TRAINING AND ASSESSMENT STRATEGIES

This policy is applicable to: All IRT Academy employees and Third Parties acting on behalf of IRT Academy.

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DOCUMENT CONTROL

Policy Number: 1.03.824	Policy Owner: General Manager IRT Academy	Version: 2.0
Contact position: General Manager IRT Academy	Approved for circulation: Group Leadership Team	TRIM classification reference:
Date approved: February 2015	Review due to: Legislative change	Next review due: February 2016
Procedure Manual reference: Training and Assessment Strategies	Compliance/Accreditation/ Standards reference: Standards for RTOs 2015 Standard 1.	

REVISION RECORD

Date	Version	Revision description
April 12	1.0	IRT Academy major review of all policies and procedures against Standards for NVR Registered Training Organisations 2011 - Essential Standards for Continuing Registration.
Oct 12	1.1	Previous Policy to be superseded.
Sept 13	1.2	Changes to reflect Overarching Strategy for each TP supported by Learning and Assessment Plan for each instance of delivery.
June 14	1.3	20/6/2014 minor changes to formatting and reference to NQC changed to NVR Standards for RTOs. Changes to reflect current practices in development of Learning and Assessment Plans to meet industry needs.
Jan 15	2.0	2/1/2015 Updated policy to meet Standards for RTOs 2015

1. TITLE

1.03.824 TRAINING AND ASSESSMENT STRATEGIES

2. POLICY STATEMENT

IRT Academy will develop Training and Assessment strategies as well as supporting documentation to ensure all IRT Academy students receive high quality training and assessment services that meet the requirements of the specific training package(s).

3. PURPOSE

To meet the requirements of;

- National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisations 2015

4. SCOPE

The scope of this policy covers all IRT Academy students, employees and/or third parties acting on behalf of IRT Academy.

5. OBJECTIVE

To ensure that IRT Academy training and assessment strategies meet regulatory requirements.

6. POLICY DETAILS

IRT Academy will:

- Develop a documented Overarching Training and Assessment Strategy (TAS) for each Training Package on scope of registration. The overarching strategy details all Qualifications and individual Units of Competency on scope of registration. Conduct industry consultation to ensure that services are meeting customer/industry needs.
- Develop a Learning and Assessment Plan for each instance of training a Qualification, Skill Set or Unit of Competency. This is developed through consultation with industry. The Learning and Assessment Plan includes the amount of training provided which is consistent with the requirements of the training package as outlined in the Overarching Strategy.
- Develop or contextualise a suite of courseware to support each Learning and Assessment Plan in consultation with industry representatives and follows the IRT Academy Course Development Procedure as appropriate.
- Maintain suitable and up-to-date premises and equipment, which complies with all relevant government regulations and are kept in good order and upgraded as necessary.

- Maintain administration and training facilities and equipment so as to ensure smooth and effective operations for implementation of learning and assessment plans.
- Ensure evidence is gathered using a range of assessment methods to allow for differences in student performance.

FLOW CHART

Overarching Strategy

- One developed and current for each Training Package on scope of registration
- Sets out the high level guidelines for the delivery and assessment of training
- Developed in Consultation with IRT and industry
- Used as a point of reference for the development of Learning and Assessment Plans
- Reviewed annually
- Document controlled



Learning and Assessment Plan

- Developed for each instance of training of a Unit or Qualification
- Describes the conditions and strategy for the instance of training and assessment
- Documents the particular needs of both the student and organisation
- Developed in consultation with Trainers and Organisation
- Is the "map" for the delivery of training and assessment for the Trainer
- Is reviewed for suitability on completion to ensure continuous improvement of training and assessment
- Linked to the Supporting documents - Session Plans, PPoints, Assessment Resources, Trainer Matrix, Learner Resources
- Is not document controlled



Supporting Documents

- Session Plans and Power Points - guidelines for the delivery of training, should be contextualised by trainer to suite individual group needs and learning progression.
- Assessment Resources - Tools, Mapping Matrix, Marking Guide are document controlled and must be used in entirety. Reviewed at the completion of assessment as necessary. Validated as per schedule.
- Learner resources - IRT resources where available, purchased resources mapped/appropriate to Unit and Learner needs
- Training Schedule - individualised to meet learner and organisation needs.
- Trainer Matrix - Trainers mapped to individual Units of Competency and evidence of currency available.

7. ROLES AND RESPONSIBILITIES

All employees are required to comply with this Policy. There are no specific roles or responsibilities other than those outlined in the table below.

Specific roles and responsibilities of employees and management are outlined in Section 6 of this policy.

Specific roles and responsibilities of areas/departments/functions are outlined in the table below.

Role	Responsibility
Policy Owner – General Manager IRT Academy	Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor – Operations Coordinator	Ensure day to day implementation and compliance with policy.
Policy Implementation- Trainer/Assessor	Implement procedure as per IRT Academy Procedure Manual

8. EDUCATION AND STAFF DEVELOPMENT

This is a Standard Policy.

Education and Staff development relevant to this policy will occur via:

- Via IRT Academy On-Boarding procedure
- Via IRT Academy quarterly meetings
- This is a standard policy – specific education is not required, employees are expected to be familiar with this policy.

9. MONITORING, EVALUATION AND REVIEW

Feedback regarding this policy can be referred to:

- Operations Coordinator
- General Manager

The policy will be reviewed every 2 years by the General Manager of IRT Academy. Triggers for review outside of the usual cycle include:

- Changes to the business activity relating to this policy
- New business activities impacting on this policy
- Changes to internal controls relating to this policy
- Changes to legislative and/or regulatory requirements

10. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
RTO	Registered Training Organisation

11. 11. ASSOCIATED PROCEDURES AND FORMS

IRT Academy Management Manual
IRT Academy Procedure Manual

12. 12. REFERENCES – COMPLIANCE AND BEST PRACTICE

Legislative references
National Vocational Education and Training Regulator Act 2011
Best Practice references
Standards for RTOs 2015 Standard 1

If a business unit's compliance plan makes reference to this policy as a control for a particular compliance risk, the relevant compliance plan should be referred to here.

Compliance Plan reference: Not applicable.

13. LINKS TO OTHER POLICIES

RTO Policy 1.03.812 Language Literacy and Numeracy
RTO Policy 1.03.828 Development & Conduct of Assessment
RTO Policy 1.03.805 Skills and Qualification Recognition
RTO Policy 1.03.810 Continuous Improvement