POLICY: TRAINING AND ASSESSMENT

POLICY NUMBER:	EIT01	VERSION:	3.0
DATE ADOPTED:	12 March 2019	DATE LAST REVIEWED:	9 March 2019
DATE OF NEXT REVIEW:	9 March 2020	REVIEW FREQUENCY:	Annually
AUTHORISED BY:	Academic Board	REVIEWED BY:	CEO, VET College Manager & Accreditation & Compliance Manager
POLICY OWNER	VET College Manager		
DOCUMENT MANAGEMENT:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures		
COMMUNICATION	All relevant staff will be automatically notified by email when the reviewed policy has been authorized. Staff will also be notified in regular team meetings. All meetings will be minuted.		

Policy context: This policy relates to:

STANDARDS FOR RTOs 2015	Standard One
LEGISLATION OR OTHER REQUIREMENTS	• National Vocational Education and Training Regulator Act 2011 • VET Quality Framework
OTHER POLICIES	All EIT Overarching and Supplementary Policies *Note: All EIT policies can be found in W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures*
FORMS AND OTHER DOCUMENTS	• Student Questionnaire • Employer Questionnaire • Instructor Post- Delivery Module Feedback Form • Learner & Employer Survey (AQF) • Trainer & Assessor Induction Pack • Admin Staff Induction Pack • Student Induction • Student Induction page in Moodle • Student Online Enrolment process • Management and Team Meeting Minutes • EIT Student Handbook • Training Package Documents • Accredited Course Documents • Training and Assessment Matrix (TAM)

	- Training and Assessment Strategy (TAS) - Assessment Guidelines - Moodle - Staff Matrix (Admin & Instructors) - Course Brochure - FAQ Document - TrussRTO - Position Descriptions - Instructor Contracts and Resume/CVs - Learning Plans - RPL forms - Industry Consultation Regarding:TAS
DEFINITIONS	Refer to EIT Policy Glossary W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
EVIDENCE	See Internal EIT folders for locations of the above "Forms and Other Documents"

Policy Information:	
POLICY	**EIT has in place comprehensive training and assessment strategies and practices that:** - Meet the requirements of training packages and VET accredited courses; - Are responsive to industry and learner needs; and - Are delivered by appropriately qualified trainers and assessors with the right support services, facilities and equipment.
SCOPE	This policy applies to all Vocational Education & Training (VET) staff and students
PROCEDURES	EIT will achieve this policy by: - having in place a comprehensive training and assessment strategy (TAS) for each training package and VET accredited course delivered by EIT that : - meets the requirements of each unit of competency or module in which the learner is enrolled; - includes volume of learning inline with the volume of learning indicators - having facilities and equipment to accommodate and support the number of learners undertaking training and assessment. - being responsive to industry needs, ensuring training and assessment is: - relevant to the needs of industry; - informed by industry engagement; and - monitors emerging technology and regulatory

	requirements through;

- gathering formal and informal feedback including, post-Module Instructor Feedback, student and employer progress questionnaires
- Client Visits
- Consultation with Engineers Australia
- Use of Remote Labs

- being responsive to learner needs and supporting them by:

  o providing support prior to enrolment or start of the course that assists the learner to choose the most appropriate course to meet their identified learning needs including:
    - identifying particular requirements (such as literacy, numeracy, English language or physical capabilities) that learners would need to complete each course
    - developing strategies to provide support or advise students of support available, where gaps are identified

- conducting effective assessment that:

  o complies with the assessment requirements of the relevant training package or VET accredited course
  o is conducted in accordance with the Principles of Assessment and Rules of Evidence
  o includes systematic validation of training products every five (5) years.

- employing appropriately qualified trainers and assessors who:

  o have current industry knowledge and skills;
  o have current knowledge and skills in vocational training;
  o undertake regular professional development.

- providing supervision to trainers, where needed, by determining :

  o that the individual holds the necessary relevant vocational competencies to the level being delivered and assessed
  o that the individual has current relevant industry skills
  o the level of supervision required
  o any necessary requirements, conditions and restrictions

- ensuring transitions from superseded training products are managed.

PROCESS	See the following process maps:
	• Training & Assessment - Stage 1 Planning • Training & Assessment - Stage 2 Conduct • Training & Assessment - Stage 3 Continuous Improvement

END OF DOCUMENT