POLICY & PROCEDURE

TRAINING AND ASSESSMENT STRATEGY & PRACTICES POLICY

Contents

1. Purpose

1.1 This policy and its related procedures are developed to ensure that Nationally Recognised Training and accredited courses on Allens Training Pty Ltd scope of registration are delivered and assessed in accordance with the VET Quality Framework and are designed, developed and executed to the highest possible standards so as to benefit all participants. Allens Training Pty Ltd shall ensure that the delivery and assessment of Nationally Recognised Training, directly or in its behalf under a registered third party agreement complies with all aspects of the VET Quality Framework.

2. Scope

2.1 This policy relates to Allens Training Pty Ltd RTO 90909, its trainers and assessors and employed staff. It includes any third party providing services on behalf of the RTO, including their trainers and assessors and administration staff. It also covers students of the RTO and third party providers.

3. Policy Statement

3.1 The purpose of this policy is to affirm the commitment of Allens Training Pty Ltd to the ongoing process of developing, implementing and reviewing Training and Assessment strategies and practices.

3.2 This policy will ensure that learners, employers and industry have confidence in the integrity, currency and value of certification documents issued by Allens Training Pty Ltd, through its high-quality training and assessment practices that:

- meet the requirements of the relevant training packages and VET accredited courses on Allens Training Pty Ltd scope of registration;
- is responsive to industry and learner needs; and
- is delivered by appropriately qualified trainers and assessors with the right support services, facilities and equipment.

3.3 In order to achieve the above mentioned policy statements, Allens Training Pty Ltd shall ensure the following occurs:

- Industry consultation processes to identify the needs and components of Training and Assessment Strategies and practices in line with the Training package requirements.

- The collection and analysis of the feedback and satisfaction data from staff, third parties and students on the Training and Assessment practices currently conducted by Allens Training Pty Ltd and its third parties for the courses within the scope of Allens Training Pty Ltd.
- Developing Training and Assessment strategies with implementation procedures to meet the Training package requirement for each course type developed.
- Adopt, document and comply with appropriate protocols to ensure that all Training and Assessment Strategies are reviewed, evaluated and updated from time to time as appropriate to ensure that they continue to comply with regulatory requirements.

3.4   Allens Training Pty Ltd Training and Assessment Strategies and Practices are documented in the Facilitator Guide, which include:

- Training and Assessment Strategy
- Course Session Plan
- Assessor Marking Guide

3.5   Allens Training Pty Ltd Training and Assessment Strategies and Practices will:

- ensure that the amount of training required for the learner to gain the competencies as specified in the relevant training package or VET accredited course on Allens Training Pty Ltd scope of registration. The amount of training will vary depending on the existing skills and knowledge of the learner and the mode of delivery.

- include the amount of training it provides, and are consistent with the requirements of training packages and VET accredited courses on Allens Training Pty Ltd scope of registration which will enable each learner to meet the requirements for each unit of competency in which they are enrolled.

3.6   To ensure that Allens Training Pty Ltd can achieve this goal, they will determine the amount of training they provide to each learner with regard to:

- the existing skills, knowledge, and the experience of the learner
- the mode of delivery

3.7   Allens Training Pty Ltd has for all of its courses on its scope of registration, consistent with its training and assessment strategies, sufficient:

- trainers and assessors to deliver the training and assessment;
- educational and support services to meet the needs of the learners undertaking the training and assessment;
- 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
- facilities and equipment to accommodate and support the number of learners undertaking the training and assessment.

3.8   Allens Training Pty Ltd Training and Assessment practices are relevant to the needs of industry and are informed by industry engagement during development of the course and as part of continuous improvement during delivery.

3.9   Allens Training Pty Ltd will implement a range of strategies for industry engagement and systematically uses the outcome of this industry engagement to ensure the industry relevance of its training and assessment strategies:

- ensuring that the selection of elective units of competency for each qualification are relevant to the job outcomes being addressed within each qualification;
- the selection and clustering of units for a custom course type is reflective of industry needs;
- its training assessment practices, resources and tools reflect current industry requirements;

- the current industry skills of Allens Training Pty Ltd trainers and assessors;
- ensuring Allens Training Pty Ltd trainers and assessors possess current industry skills relevant to the qualification that they are delivering and assessing.

3.10 All Trainers delivering training and assessment on behalf of Allens Training Pty Ltd will have access to a version controlled copy of the Facilitator Guide (including the Training and Assessment Strategy, Course Session Plan, Assessment, Assessor Marking Guide).

4. Responsibilities

4.1 The CEO is responsible for ensuring this Policy is implemented and reviewed for effectiveness ensuring students are provided with high quality training and assessment services in compliance with regulatory guidelines, the Standards for RTOs and Training Package requirements.

4.2 The General Manager of Regulatory Compliance is responsible for implementing, reviewing, monitoring, and ensuring compliance with this policy.

Reporting

4.3 No additional reporting is required.

Records management

4.4 Employees must maintain all records in Training Desk relevant to administering this policy securely.

5. Definitions

Terms and definitions

Term	Definition
Assessment	According to the Standards for Registered Training Organisations (RTOs): • Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or a vocational education and training (VET) accredited course. • An assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment and the Rules of Evidence.
CEO	Chief Executive Officer
Scope of registration	Scope of registration is the vocational education and training (VET) training package qualifications, accredited courses and units of competency that a Registered Training Organisation (RTO) is approved to deliver. Allens Training Pty Ltd scope of registration is listed on the national register: https://training.gov.au/Organisation/Details/90909
Training and Assessment strategies	Training and Assessment Strategies' and practices are the 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	Training is the dissemination of information and resources to ensure that learning occurs.

Standards for Registered Training Organisations (SRTO) 2015 (also referred as Standards)	A legislative instrument describing the minimum standards to be met by RTOs through the VET Quality Framework. The VET Quality Framework is aimed at achieving greater national consistency in the way providers are registered and monitored and in how standards in the vocational education and training (VET) sector are enforced.
Training Package	Training Package means the components of a training package endorsed by the industry and skill council or its delegates in accordance with the standards for Training Packages. The endorsed components of a Training Package are: • units of competency; assessment requirements (associated with each unit of competency); • qualifications; and credit arrangements. The endorsed components from 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 RTOs on different aspects of implementation.
Unit of Competency	Unit of competency means the specifications of the standards of performance required in the workplace as defined in a training package.
VET Accredited qualification/course	VET Accredited course or qualification means a course accredited by the VET regulator in accordance with the Standards for VET accredited course.

6. Related Legislation & Documents

Standards for Registered Training Organisations (RTOs) 2015

National Vocational Education and Training Regulator Act 2011

The Training and Assessment procedures are within the scope of compliance requirement adhering to the Standards for RTOs 2015 Standard 1, Chapter 3 Support and progression and Chapter 4 Training and Assessment and AQTF Essential Conditions and Standards.

7. Feedback

7.1   Feedback about this document can be emailed to compliance@allenstraining.com.au.

8. Approval and Review Details

Approval Authority			Next Review Date	
CEO			June and December of each year	
Version	Effective Date	Author(s)	Description	
Draft	26.09.2022	Ferne Robinson	Initial draft for review and approval by Senior Management	
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