

STUDENT RECORDS

PATHWAYS

INDIVIDUAL LEARNING PLANS [ILP]

6.04

Policy Rationale

- To ensure that students receive accurate and timely information on learning pathways and develop Individual Learning Plans [ILP] to assist the achievement of mutually agreed learning outcomes.

Policy Aims for Pathways and ILP

- The Manager will ensure that student information and marketing material contains advice:
 - ✦ on career pathways that courses may lead to as well as interrelationships between courses
 - ✦ that CCAE recognises valid AQF qualifications and statements of attainments issued by other RTO's
- All students will be encouraged to seek Recognition for Prior Learning [RPL] for units and skills already possessed at time of enrolment and encouraged to negotiate Individual Learning Plans for their studies.

Procedures for Pathways and ILP

- Students will be provided with information on employment pathways associated with training packages
- During the pre-enrolment interview process all students will be advised of procedures for RPL.
- Applications for RPL are to be made on the appropriate form and presented to reception.
- Reception will forward the RPL request to CCAE's RPL assessor.
- Upon completion of the RPL process an ILP will be developed in consultation with the student for the remaining units of their program of study and assessment.

Procedures - Expectations on Trainers

Each trainer of accredited learning programs is expected to provide expertise in their roles and carry out the following duties associated with the courses they deliver:

- Develop **Individual Learning Plans [ILP]** for students in consultation with each student.
- Develop ILP for apprenticeships/traineeships in consultation with employer or those with specific supervision of the student.
- Develop behaviour management and learning goals for students experiencing difficulty achieving positive behaviours.
- Provide support in the form of individual 1:1 or small group 1:4 assistance to students to help them achieve ILP goals.

Procedures - Assessment Methods

- Facilitators will ensure assessments in training packages/accredited courses on its Scope of Registration are valid, fair, reliable and flexible and in keeping with Training Package and course requirements.
- Facilitators will be expected to verify the competency of an individual in the performance of standards expected in the workplace as expressed in the relevant endorsed industry/enterprise competency standards.
- Facilitator's Learning and Assessment strategies will identify target groups, delivery and assessment modes, validation processes and learning pathways for each accredited course and include a variety of assessment strategies to provide multiple sources of information about student achievement.

Procedures - Reports

For all other students and programs reports will be made on each unit/module submitted for assessment and competency including for work-placement assessments. Written reports will relate to a student's ILP by:

- Containing written comments by assessors indicating strengths and areas requiring further development
- Providing suggestions for support and extension strategies including a student's self-assessment process

Evaluation

This policy will be reviewed bi-annually