

#### Policy Aims

This policy aims to ensure that **Training and Assessment Strategy [TAS]** documentation developed and implemented within CCAE is compliant with AQTF Standard 1:2 - *The RTO provides quality training and assessment across all its operations and that strategies for training and assessment meet the requirements of the relevant training package or accredited course and are developed in consultation with industry stakeholders.*

#### Policy Outline

The TAS documentation will apply to all accredited training programs at CCAE.

Reception is responsible for development and implementation of all TAS documentation from draft through to final version.

Client feedback will be obtained and utilised in the continuous development of program training and reflected in changes to TAS documentation whilst remaining consistent with training package requirements. Such feedback will be obtained via

- + Student surveys using an “Electronic Survey” implemented at the 50% and 90% point of course Training
- + Industry surveys using an “Electronic Survey” as well as direct correspondence with industry representatives
- + Industry replies to direct mailing requests for opinions and recommendations
- + Industry discussion by trainers recorded in VETtrak “events”
- + Industry and Community feedback obtained via open days and invitational workshops

CCAIE will create and modify TAS documentation through a process of continuous review. There are four stages of compliance checks in the development of TAS documentation.

- + CCAIE Industry Area Teams [IAT] will review feedback obtained from clients and document reasons for any change or the maintenance of the status quo. Recommended changes confirmed in writing by trainer and IAT Coordinator.
- + CCAIE Manager to sign off changes. CCAIE Manager may refer proposed changes to Program and Marketing committee for further input prior to giving consent or rejecting changes.
- + Rejections by CCAIE Manager must be documented for interested parties to address/challenge concerns raised.
- + TAS document is checked/initialled by the program Trainer[s], relevant IAT Coordinator[s] and CCAIE Manager.
- + TAS document is then activated and all previous Course Outlines and/or previous TAS documents are archived by the Office Manager.

CCAIE will, in developing the TAS documentation, ensure that the following are implemented:

- + Collated feedback will be referred to the relevant IAT for recommendation including reasons for change/status quo.
- + Ensure all training resources, materials, forms and procedures identified in the TAS document are current.
- + Ensure that all fees identified in the TAS document are compliant with State Government requirements.
- + Ensure that all certificates and statements of attainment issued by the CCAIE are in accordance with its Scope of Registration and are consistent with the requirements of the Australian Qualifications Framework (AQF), and authority specifications for use of logos and recognition statements.
- + Maintain up-to-date records of the qualifications and experience of all staff employed by or contracted by the CCAIE to deliver training and assessment.
- + Ensure that trainer qualifications, and their role in ‘Training’ and ‘Assessment’ are clearly identified.

## Procedure

- + Once a qualification is selected for delivery, a Trainer must complete a Qualification Program Selection Form listing:
  - Core and Elective Units chosen
  - Nominal Hours shown
  - Date Range for commencement/completion
  - Trainers Name
  - Industry Area Team Coordinator's name
  - Date of submission.
- + Qualification Program Selection Form, once approved by the IAT Coordinator, must be submitted to Manager.
- + Manager will check that the **Unit Name/Code and Nominal Hours** are correct against the appropriate training package.
- + CCAE Manager can approve, reject or refer matter to Program and Marketing subcommittee.
- + After CCAE Manager has given approval, Systems and Personnel Support [SAPS] officer will create a course TAS 'Training and Assessment Strategy' in consultation with the Trainers, IAT Coordinator and CCAE Manager.
- + The TAS draft document includes:
  - Course selection process and any pre-requisites required
  - Pathways
  - Clients
  - Training & Assessment Arrangements: Duration; Organisation & Training mode; Work placement; Evidence gathering techniques; Trainers; Assessment validation process; Infrastructure requirements.
  - Course Fees: Tuition, Concession, Student support, Student resources, Induction.
  - Payment options
  - Program Endorsement by CCAE Manager
  - Training & Assessment Arrangement Matrix:
    - Code; Title;
    - Core/Elective;
    - Nominal Hours and Scheduled Hours;
    - Training Date;
    - Assessment Types;
    - Trainer name for each of Training and/or Assessment;
    - Technical qualification of Trainer;
    - Assessment qualification of Trainer.
- + This process will act as a first check for correct units to be delivered in TAS document
- + The TAS document will be printed off and given to the relevant Trainer[s], IAT Coordinator[s] and CCAE Manager for Checking and final approval.
- + Once final approval is given by CCAE Manager, Office Manager will archive all former TAS documents or course outlines relating to the particular program of study

**NOTE-** *If any changes are necessary a new Qualification program selection form must be completed and resubmitted for approval.*

A Template will be created in 'S' Drive in the appropriate Qualification in Course Outlines. This is not to be altered or copied onto a Flash Drive or your Computer, by **ONLY** saving the TAS in 'S' Drive under the **appropriate folder** will Version Control successfully be able to be monitored.

The documents will then be filed in the Qualification Programs Folder on the Office Managers desk under the appropriate qualification section.

## Evaluation

This policy will be reviewed bi-annually