

# AWA Training & Assessment Policy

## Implementing, monitoring, and evaluating training and assessment strategies and practices

Austraining WA will determine training and assessment strategies and practices, including the amount of training provided, are consistent with the requirements of training packages and VET accredited courses and would enable each learner to meet the requirements for each unit of competency or module in which they are enrolled.

Austraining WA will determine the amount of training to be provided to each learner with regard to:

- the existing skills, knowledge and experience of the learner
- the mode of delivery
- where a full qualification will not be delivered, the number of units and/or modules being delivered as a proportion of the full qualification.

Austraining WA for all of its scope of registration, and consistent with Austraining WA's training and assessment strategies, will ensure sufficient:

- trainers and assessors to deliver the training and assessment
- educational and support services will meet the needs of the learner cohort/s undertaking the training and assessment
- learning resources to enable learners to meet the requirements for each unit of competency, which will be accessible to the learner regardless of location or mode of delivery
- facilities, whether physical or virtual, and equipment to accommodate and support the number of learners undertaking the training and assessment.

Austraining WA will meet all requirements specified in the relevant training package or VET accredited course.

Austraining WA will:

- systematically monitor Austraining WA's training and assessment strategies and practices to ensure ongoing compliance with Standard 1
- systematically evaluate and use the outcomes of the evaluations to continually improve Austraining WA's training and assessment strategies and practices. Evaluation information will include but not be limited to quality/performance indicator data collected under clause 7.5, validation outcomes, client trainer and assessor feedback and complaints and appeals.

## Engage with industry

Austraining WA training and assessment practices will be relevant to the needs of industry and informed by industry engagement.

Austraining WA will implement a range of strategies for industry engagement and systematically use the outcome of that industry engagement to ensure the industry relevance of:

- its training and assessment strategies, practices and resources
- the current industry skills of its trainers and assessors.

## Conduct effective assessment

Austraining WA will implement an assessment system that will ensure assessment (including recognition of prior learning):

- complies with the assessment requirements of the relevant training package or VET accredited course
- is conducted in accordance with the Principles of Assessment and the Rules of Evidence contained in.

## Employ skilled trainers and assessors

Austraining WA training and assessment will be delivered only by persons who have:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that will inform their training and assessment.

Where industry experts are involved in the assessment judgement, they will work alongside the qualified assessor to conduct the assessment. Industry experts without the relevant assessor credentials will not be permitted to make assessment decisions.

Austraining WA's training and assessment will be delivered only by persons who have the training and assessment credential specified in Item 2 or Item 3 of Schedule 1 of the Standards for RTOs.

Where a person conducts assessments only, Austraining WA will ensure that the person has the training and assessment credential specified in Item 2, or Item 3, or Item 5 of Schedule 1 of the Standards for RTOs.

Austraining WA will ensure that all trainers and assessors undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment.

## Provide supervision of trainers where needed

Austraining WA, in delivering training and assessment, will only engage an individual who is not a trainer or assessor, where the individual works under the supervision of a trainer and does not determine assessment outcomes.

Austraining WA will ensure that any individual working under the supervision of a trainer under clause 1.17 will:

- hold the training and assessment credential specified in Item 6 of Schedule 1 of the Standards for RTOs.
- have vocational competencies at least to the level being delivered and assessed
- have current industry skills directly relevant to the training and assessment being provided.

Where Austraining WA engages an individual under clause 1.17, Austraining WA will ensure that the training and assessment complies with Standard 1.

Austraining WA will determine and put in place:

- the level of the supervision required
- any requirements, conditions or restrictions considered necessary on the individual's involvement in the provision of training and collection of assessment evidence

Austraining WA will ensure that trainers provide supervision monitoring and are accountable for all training provision and collection of assessment evidence by the individual under their supervision.

Austraining WA may provide supervision arrangements for trainers where the supervised trainer;

- holds the training and assessment credential specified in Item 6 of Schedule 1 in the Standards for Registered Training Organisations (RTOs) 2015,
- has vocational competencies at least to the level being delivered and assessed
- has current industry skills directly relevant to the training and assessment being provided
- is enrolled in and is actively working toward the achievement of the qualification(s) specified in Clause 1.14 of the Standards for RTOs 2015.

In supervising trainers, the level of supervision required will be determined in accordance with the level of training skill and experience held by the supervised trainer.

A supervision period will be determined and agreed between the RTO, supervisor and supervisee. The supervision period will end on the agreed date, or once the supervision is no longer required, whichever is soonest. A new supervision period may be entered into if required.

During the supervision period, a **trainer supervision plan** will be implemented and monitored for each supervised individual. The trainer supervision plan will include, but is not limited to:

- any requirements, conditions and/or restrictions considered necessary on the individual's involvement in the provision of training and collection of assessment evidence
- monitoring and accountability requirements of the supervisor, for all training provision and collection of assessment evidence by the individual under their supervision.

All training conducted under supervision shall comply with the requirements of Standard 1; that the RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.

## Independent validation of training and assessment qualifications

Austraining WA will have undergone an independent validation of its assessment system, tools, processes and outcomes in accordance with the requirements contained in Schedule 2 of the Standards for RTOs (and the definitions of independent validation and validation).

## Manage transition from superseded training products

Subject to clause 1.27 and unless otherwise approved by the VET Regulator, Austraining WA will ensure that:

- where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its replacement, within a period of one year from the date the replacement training product was released on the national register
- where an AQF qualification no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the national register
- where a skill set, unit of competency, accredited short course or module is no longer current and have not been superseded, all learners' training and assessment should be completed and the relevant AQF certification documentation issued within a period of one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the national register
- a new learner will not commence training and assessment in a training product that has been removed or deleted from the national register.

The requirements specified in clause 1.26 (a) do not apply where a training package requires the delivery of a superseded unit of competency.