

TRAINING AND ASSESSMENT STRATEGY POLICY

INTRODUCTION

In line with Standards for Registered Training Organisations 2015 specifically Standard 1, JMD Business Institute trading as State Institute of Training's Training and Assessment Strategies Policy has been designed so that SIT'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 on its scope of registration.

POLICY

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

- meet the requirements of the relevant training packages and VET accredited courses on SIT's 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.

SIT's 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 SIT's scope of registration. The amount of training will vary depending on the existing skills and knowledge of the learner and the mode of delivery.

To ensure thorough and rigorous assessment practices and results, SIT will implement a comprehensive plan of systematic validation. Trainers and assessors who are involved in training and assessment delivery will be considered as part of the validation process and will participate in this validation process.

Clause 1.1/1.2

SIT's Training and Assessment Strategies and practices, includes the amount of training it provides, are consistent with the requirements of training packages and VET accredited courses on SIT's scope of registration which will enable each learner to meet the requirements for each unit of competency in which they are enrolled.

To ensure that SIT can achieve this goal SIT 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

Clause 1.3

SIT has for all of its courses on its scope of registration in 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.

Clause 1.4

SIT will meet as specified all requirements as specified in the relevant training package or VET accredited course.

Clause 1.5

SIT's Training and Assessment practices are relevant to the needs of industry and are informed by industry engagement.

Clause 1.6

SIT will implement a range of strategies for industry engagement and systematically uses the outcome of this industry engagement (refer to Industry Engagement Policy) 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
- its training assessment practices, resources and tools ;
 - ensuring that these reflect current industry requirements
- the current industry skills of SIT's trainers and assessors.
 - ensuring SIT's trainers and assessors possess current industry skills relevant to the qualification that they are delivering and assessing

Clause 1.8

SIT's assessment system, for all qualification on its scope of registration will ensure that SIT's assessment practises (including recognition of prior learning as per the Recognition of Prior Learning (RPL) Policy and Procedures:

- complies with the assessment requirements of the relevant training package or VET accredited course; and
- is conducted in accordance with the Principles of Assessment namely

Fairness

- The individual learner's needs are considered in the assessment process.
- Where appropriate, reasonable adjustments are applied by SIT taking into account the individual learner's needs.
- SIT informs the learner about the assessment process, and provides learners with the opportunity to contest the result of assessments and be reassessed if necessary.

Flexibility

Assessment is flexible to each individual learner by:

- reflecting the learner's needs;
- assessing competencies held by the learner no matter how or where they have been acquired; and
- drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.

Validity

Any assessment decision by an SIT assessor is justified, based on the evidence of performance of the individual learner. This requires:

- assessment against the unit(s) of competency and the associated assessment requirements which covers the broad range of skills and knowledge that are essential to competent performance;
- assessment of knowledge and skills that are integrated with their practical application;
- assessment will be based on evidence that demonstrates that learners could demonstrate these skills and knowledge in other similar situations; and
- judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.

Reliability

Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of SIT's assessor conducting the assessment.

The Rules of Evidence:

Validity

The assessor is assured that the learner has the skills, knowledge and attributes as described in the unit of competency and associated assessment requirements.

Sufficiency

The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.

Authenticity

The assessor is assured that the evidence presented for assessment is the learner's own work.

Currency

The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

The academic standards and integrity of SIT will be maintained throughout every aspect of the assessment process. SIT will ensure the integrity of its assessment processes by ensuring that the following principles are adhered to:

- a) Trainers will inform students of the assessment requirements and will ensure that they have every opportunity to complete all assessments for all units of competency (within the period that the student is enrolled at SIT). This clause ensures that:

- i. Trainers are using SIT version controlled documentation of the current training package for a required qualification
- ii. All of SIT's assessments will cover every required element, performance criteria, underpinning skills, underpinning knowledge and all critical aspects of assessment
- iii. All SIT students will be provided with timely feedback on the evidence that they have provided in order to be deemed competent

SIT will safeguard its assessment processes by ensuring that:

- a) All Trainers/Assessors employed by SIT will up-date their Trainer Matrix on an annual basis; which will be maintained on their personal file.
- b) During the induction of all SIT Trainers, they will be provided with Staff Handbook, which will include information on the process of assessment at SIT
- c) All Trainers employed by SIT will have access to a version controlled 'trainers only copy' assessment criteria/model answers for each assessment task

Clause 1.9

SIT will implement an ongoing systematic validation plan of its assessment practices and judgements that includes for each training product on SIT's scope of registration:

- Prior to implementation of the assessment tools;
- when assessment validation will occur;
- which training products are to be the focus of the validation;
- who will lead and participate in validation activities; and
- how the outcomes of these activities will be documented and acted upon (where the validation activity recommends/suggest an enhancement/change/alteration to the assessment practices, this will be recorded in the Continuous Improvement Register (F.03.32 Continuous Improvement Register) to ensure that the each recommendation is being acted upon)

Clause 1.12 / 3.5

Prior to enrolling learners in a qualification or package of qualification SIT will offer recognition of prior learning to individual learners. As part of the RPL process where SIT accepts and provides RPL credit to learners for units of competency these will be evidenced by AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or authenticated VET transcripts issued by the Registrar.

Clause 1.14 & 1.15

In accordance with Standards 1.14 & 1.15, all trainers/assessors delivering on or after 1 July 2019, hold:

- TAE40116 Certificate IV in Training and Assessment
- TAE40110 Certificate IV in Training and Assessment plus the following units:
 - a) either TAELLN411 or TAELLN401A, **and**
 - b) either TAEASS502 or TAEASS502A or TAEASS502B
- Diploma or higher level qualification in adult education.

- All individuals involved in delivering training will be suitably qualified as a trainer as per the Standards and therefore supervision is not required.
- All trainers/assessors are required to demonstrate their vocational competency and current industry skills through their CV, qualifications, skills matrix, employment verification records. This should be submitted before confirming employment.
- All trainers will be advised during the recruitment process that Luminous Education reserves the right to directly contact the issuing provider to verify the authenticity of their qualifications.
- All trainers will be advised, if requested they are liable to provide a complete record of the USI from their portal to verify their qualifications/ credentials.

Clause 1.16

SIT will ensure that all its 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 (Annual Feedback and Review Policy).

Clause 1.26

- Where a training product on SIT's scope of registration is superseded SIT will transfer all learners into its replacement within a period of one year from the date the replacement training product was released on the National Register. This will not apply where a training package requires the delivery of a superseded unit of competency.
- Where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment will be 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
- SIT will not commence training and assessment for a new learner in a training product that has been removed or deleted from the National Register.

Clause 2.2

SIT will monitor its training and assessment strategies and practices to ensure ongoing compliance with required Standards. In addition SIT will also systematically evaluate and use the outcomes of the evaluations to continually improve its training and assessment strategies and practices (SIT will document all improvements to its training and assessment strategies and practices in its Continuous Improvement Register for each qualification). Evaluation information includes but is not limited to quality/performance indicator data, validation outcomes, client trainer and assessor feedback and complaints and appeals.

Clause 3.1 / 3.3

SIT will only issue AQF certification documentation within 30 calendar days to a learner whom has being assessed as meeting the requirements of the training qualification as specified in the relevant training package or VET accredited course.

Clause 5.2

Each learner will be properly informed by SIT prior to enrolment and at the commencement of training and assessment current and accurate information about the training and assessment they would need to undertake for the qualification.

Clause 6.2 / 6.4 /6.5

SIT has Complaints and Appeals Policy to manage requests to review an assessment decisions made by SIT Assessor. The process to be followed will ensure the principles of natural justice and procedural fairness are adopted at every stage of the appeal process. This will be available on SIT's website and will set out the procedure for requesting an appeal. The Appeal will be acknowledged in writing and finalised as soon as practicable. If the process fails to resolve the appeal at the request of the individual making the appeal,

SIT will provide for a review by an appropriate party independent of SIT and the appellant. Where SIT considers it will take more than 60 calendar days are required to process and finalise the appeal, SIT will inform the informs the appellant in writing, including reasons why more than 60 calendar days are required, and regularly update the appellant on the progress of the matter.

SIT will securely maintain records of all appeals and their outcomes, and will identify potential causes of appeals and take appropriate corrective action to eliminate or mitigate the likelihood of its reoccurrence (Continuous Improvement Register).