**Training and Assessment Strategy**

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| RTO name |  | | RTO Code |  | | |
| Training package | Code |  | Release # & Date |  | | |
| Title |  | | | | |
| Qualification | Code |  | Release # & Date |  | | |
| Title |  | | | | |
| Packaging rules | Certificate packaging rules: | | | | |
| Download qualification from: | | | | |
| Core and elective components (full qualifications) | Code | **Title** | | | **Core/ Elective** | **Pre / Co Requisites** |
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| Target Clients and Environment |  | | | | | |
| Course Outcomes and Career Pathways |  | | | | | |
| Entry requirements |  | | | | | |

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| Training and Assessment Arrangements | Mode of Delivery | | | | | | | |
| Duration and Scheduling | | | | | | | |
| Assessment resources, methods and timing | Units of competency | Learning, Assessment & Physical Resources | Assessment Timing | *Tick method that applies*  *A = Written knowledge test*  *B = Observation*  *C = Project*  *D = 3rd party report*  *E = Other (specify in Resources)* | | | | |
| A | B | C | D | E |
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| Mandatory work placement hours (if applicable) |  | | | | | | | |
| Access and Equity Requirements |  | | | | | | | |

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| Human Resources | Trainers and assessors hold the training and assessment competencies as determined by the Standards for Registered Training Organisations 2015 Schedule 1. Trainers and assessors hold vocational competency at least to the level being assessed, with broad industry knowledge and experience as well as a plan for vocational and training/assessment currency to be maintained. | | | | | | | |
| Units of competency | Trainer Name/s  NB Note if delivering training under supervision | Assessor Name/s | *Trainer PD File Contains:* | | | | |
| TAE40116 or higher qual held | Training Currency verified | Holds unit of competency | Holds mapped ecompetencies | Industry currency verified |
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| Team or supervision approach to training and assessment (if applicable) |  | | | | | | | |

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| Moderation and Validation | Moderation and validation is conducted at least annually with other trainers and assessors. All assessment instruments are reviewed and moderated to ensure they are appropriate for the units of competency and reflect information contained in the elements, performance criteria, range of variables and evidence guide, as well as include detail regarding how evidence is collected and the basis on which assessment decisions are made. Assessment is also validated to ensure that assessment processes and tools are valid, reliable, flexible and fair and that evidence is sufficient, valid, authentic and current (including clear information to the assessor and the candidate about the conditions under which assessment is conducted and recorded).  All formal moderation and validation activities are documented.  The processes used to validate and moderate assessment in this course are:  • Training and assessment strategies developed in consultation with industry  • Assessment items are reviewed annually by industry personnel as well as other trainers and assessors Comments for continual improvements are noted.  Where more than one teacher is involved in delivery and assessment, moderation of assessment judgments is conducted at least annually however random samples will be moderated upon completion of each course. | | |
| **Consultation with Industry** | Industry representatives consulted as part of the course development, implementation of the training and assessment strategy, internal review, and validation and moderation processes as appropriate. | | |
| Industry Representative | Business Name / Contact Details | Feedback Provided |
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| **Training and Assessment Strategy Approval:** | | | |
| **Name:** |  | **Signature:** |  |
| **Date:** |  | | |

**Industry/Employer consultation**

Employers will complete an Employer Questionnaire and participate in internal reviews, validation and forums as appropriate.

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| **Sample Questions** (Questions may need to be reworded to suit the audience) |
| * Is the assessment process consistent with industry expectations? * Do the selected assessment methods and tools reflect current industry standards and practices? * Is the industry comfortable about employing graduates who have demonstrated achievement through this assessment process? * Do you think that this assessment process will preserve or improve workplace performance standards in your industry? * Will the assessment process fit comfortably within your organisation’s activities and workplace culture? * Do the selected assessment methods and tools reflect current industry standards and work practices used in your business? * Did the assessment process have a positive impact on your organisation? * Were supervisors able to use the assessment tools effectively? * Did the assessment tools provide your organisation with useful information about your employees, trainees or apprentices? * Were the judgments made about the candidates’ competencies consistent with your knowledge of these employees, trainees or apprentices? * Have the candidates assessed as competent throughout the assessment process continued to perform at the appropriate level? |