

Policy Name	Implementing, Monitoring and Evaluating Training and Assessment Strategies and Practices		
What is the purpose of this policy?	To quality assure (i) the training and assessment of students undertaking courses offered by Creative Education Holdings (CEH) and (ii) the validation and moderation of CEH' assessment tools, processes and/or outcomes.		
Version	#5	Next review:	February 2020
What law applies?	The RTO Standards 2015: Definitions; Clause 1.8 – 1.11; 5.2(c). National Code 2018: Standard 11.		
Who is affected by this policy?	Who has rights?	Who has responsibilities?	
	Students	Director	

Policy

CEH is responsible for the quality of the training and assessment in compliance with the *Standards for Registered Training Organisations 2015*.

CEH' training and assessment strategies and practices, including the amount of training they provide:

- are consistent with the requirements of the training package;
- enable each learner to meet the requirements of each Unit of Competency (UOC) or module in which they are enrolled;
- engage qualified trainers and assessors to deliver the training and assessment
- utilize educational and support services to meet the needs of the learner cohorts
- employ learning resources to enable learners to meet the requirements of each UOC;
- use facilities, both physical and virtual, and equipment to accommodate and support the number of learners;
- enable assessments to be conducted in accordance with (i) the principles of assessment (fairness, flexibility, validity and reliability) and (ii) the rules of evidence (validity, sufficiency, authenticity and currency); and

- h) meet workplace and, where relevant, regulatory requirements;
- i) are relevant to the needs of industry and are informed by industry engagement; and
- j) are systematically validated.

Procedure

Assessment Strategy

CEH is a small, practice-based Registered Training Organisation (**RTO**) which uses sophisticated, real world projects to assess its students across multiple Units of Competency (**UOC**).

Consistency with the Training Package

CEH' Director systematically reviews the Training and Assessment Strategies (TAS) to ensure consistency with the training package. Where changes are made as a result of any Senior Management Meeting recommendations, the Director ensures that changes are also consistent with the rules of the training package.

Transition of Superseded Training Packages

CEH' Director will manage the transition from superseded training packages within 12 months of their publication on the National Register. This will include lodging an extension of scope application to ASQA where necessary.

The Director will devise and manage a teach-out plan of old qualifications within the 12 months transition period, and map old qualifications against the new qualifications and conduct gap training for transitioning students. The Director will ensure that transitioning students are not disadvantaged by the process e.g. opportunities for employment, or future study pathways.

Amount of Training

The TAS student selection processes ensure that selected students will be able to complete the full qualification within the allocated timeframe. The selection process will also identify if potential learners possess skills, knowledge or experience that may be recognized as already satisfying elements of the course, and thereby shorten the requisite duration, in accordance with CEH' *Assessing and Recording RPL and Granting Course Credit Policy and Procedure*.

Course Materials

For each subject the following materials are developed:

- Course Outline with UOC mapping
- Weekly Session Breakdown
- Assessment Plan with Tasks
- Course Notes
- Lesson plans
- Marking Guide

A Register of Course Materials is kept on the CEH server listing the current version of each document for all subjects.

Systematic Validation of Assessment

TAS and assessment materials are systematically reviewed and validated by the Senior Management Meeting, under the guidance of the Director, incorporating feedback from learners, trainers and employers.

The Director devises and implements a 5 year validation plan indicating:

- when assessment validation occurs, inclusive of independent validation
- the training products to be validated
- who is qualified to lead the validation and on what basis this person is selected, and
- how the outcomes will be documented and acted on

Training and Assessment Resources

The Director monitors that the CEH has sufficient resources to support the delivery of the TAS to its students, including the floor space available to each student. This includes (but is not limited to):

- a TAS for each course / qualification
- Course Materials (as identified above)
- Sufficient and current technology / equipment
- A compliant Student Management System (SMS)
- A compliant Learning Management System (LMS)
- Suitable premises, including 2 square metres per student in classroom activity

Trainer Capability

The Director ensures that trainers and assessors engaged by the CEH have the requisite experience and qualifications to deliver training and assessment to CEH students.

The Director maintains a high standard for the recruitment, induction, performance review and ongoing development of its trainers and assessors.

CEH training and assessment is delivered by trainers and assessors who possess:

- vocational competencies at least to the level being delivered and assessed;
- current industry skills directly relevant to the training and assessment being provided; and
- current knowledge and skills in vocational training and assessment, including the achievement of, at minimum, a TAE40116 Certificate IV in Training and Assessment, OR a TAE40110 Certificate IV in Training and Assessment AND the TAELN411 Address adult language, literacy and numeracy skills AND the TAEASS502 Design and develop assessment tools (or their equivalents)

Non-qualified industry experts may also be involved in training and assessment, provided they are working alongside a qualified trainer/assessor.

At recruitment stage, trainers provide the Director with:

- certified copies of all relevant qualifications
- a current CV, and
- a completed qualification and currency form

The Director keeps the above documents on the trainer's file, and ensures that trainers are only delivering or assessing UOCs that they are qualified to deliver/assess. This process is conducted on a semesterly basis at the start of each semester.

The Director inducts the trainers and assessors into each course that they deliver and ensures that they are kept informed of any changes to course particulars or updates in legislation or regulation, relating to the RTO Standards or ESOS Act.

The Director reviews the performance of trainers and assessors every semester, and will provide feedback to them based on information provided by learners in learner surveys and course feedback reviews.

Trainer and assessors are required to maintain currency in their field, and are encouraged to take time away from CEH to pursue industry projects.

In some circumstances subjects that do not require the delivery of skills and knowledge that are required to achieve a UOC may be delivered by trainers who do not possess the above qualifications. These trainers still need to satisfy the Director of their ability to deliver the specific subject concerned.

Version Control

Approved by	Version #	Date
Policy and Procedure Committee	1	23 April 2015
Education Operations Interface	2	1 July 2015
Policy and Procedure Committee	3	1 August 2016
Course Improvement Committee	4	18 July 2018
Senior Management Meeting	5	30 June 2019
NEXT REVIEW		FEB 2020