Training and Assessment Strategy Development Policy and Procedure

1. Purpose

This procedure describes the processes undertaken by Belelmo Pty Ltd Essential Business Training - RTO 91492 to ensure that the training and assessment strategies for all qualifications and accredited courses meet the requirements of the relevant training packages, industry expectations, and learner's individual needs.

2. Policy Statement

The RTO is committed to providing quality training and assessment products and services in compliance with the Standards for Registered Training Organisations Essential Business Training - RTO 91492 2015.

The Training & Assessment Strategy document (TAS) provided for each course will define the qualification, packaging rules, units of competency and related trainers and qualifications, assessment methods, target audience, industry consultation, resource requirements, support services, provision of credit transfer and recognition and formal approval.

3. Compliance

This policy relates to the following Standards: 1.1 – 1.16; 2.2

4. Responsibilities

- Director is responsible for initial sign off on viability and final sign off on delivery
- Quality Advisor is responsible for preparing the draft and final TAS to ensure compliance with the Standards
- BDMs may submit a TAS request form
- RTO Manager are responsible for set up of the program in the SMS
- Trainer and Assessors are responsible for providing feedback on TAS development and delivery in line with approved TAS
- Admin is responsible for populating and maintaining the links to ensure that TAS information on assessment types and location is correct

5. Developing Training & Assessment Strategies

The development of Training & Assessment Strategies (TAS) generally occurs in two major ways:

- The development of TAS for courses that are new to the RTO.
- The development of TAS that the RTO has experience in delivering and has knowledge in this strategy.

Client Training Needs Analysis

When undertaking a client training needs analysis, it is important to consider the following:

- What areas does the organisation as a whole want to see improvement on? This should be around high-level strategic goals and may relate to financial performance, external relationships, organisation brand status or internal performance such as culture, retention, engagement, etc.
- What skills and knowledge are required to achieve the strategic goals? Areas to consider are legislative knowledge, soft skills (negotiation, creativity, communication, leadership, customer development, etc.) and hard skills (engineering, plumbing, bookkeeping, etc.)
- Identify the current skills of staff and the gaps (this can be based on feedback from various levels withing the organisation).
- The last stage is to identify suitable qualifications and relevant units of competency (ensuring that units are or can be available within relevant timeframes, this can only be approved by management).

Introduction of New Courses

New training courses may relate to courses on the RTOs scope and not previously delivered by the branch / state, or courses that require an extension to scope by the RTO. If an extension to scope is required, the course cannot be promoted until it appears on the RTO scope on Training.gov.au.

New courses may be identified through:

- An industry need is identified
- Direct enquiries for specific accredited training
- The marketing efforts of the RTO sales team
- An existing client wishes us to conduct training which is outside the RTO existing scope
- A new accredited course/training has been released that the RTO feels it can and should deliver.

Check:

- training.gov.au (TGA) web site to obtain information regarding qualification packaging rules.
- The relevant State implementation/purchasing guide is also downloaded, if available.

The decision to move into a new area of training is underpinned by a business case / risk assessment that supports the delivery of a course based on estimated revenues, trainer availability, resource availability and student numbers.

The process for the introduction of new courses may require the development of new course material. This assessment of available resources / development costs forms part of the risk assessment.

New courses by their nature are somewhat unknown by the RTO and consequently require additional investigation and consultation to ensure the program is designed to suit industry needs. This initial investigation / consultation may include the following stakeholders: clients, employers, Industry skills councils, trainers, industry bodies. The review may also investigate the structure of other commercially available courses in the marketplace. This initial process may be conducted by the Quality Advisor, trainer, or suitable person. The relevant information will be collected on the TAS Request form to ensure all critical details are obtained.

If the course meets the risk assessment test a formal TAS will be developed and validated with interested stakeholders using the Training & Assessment Strategy Validation form.

The TAS will clearly identify:

- The course description – based on training package
- Course packaging rules (required number of units core/elective to complete course)
- The domain (Public / Corporate)
- Where additional units are required to meet industry needs
- Delivery period
- Practical Placement requirements (if applicable)
- Identify the target groups, industry sector
- Job outcomes and training pathways
- Industry / stakeholder consultation in the development of TAS
- Support services available
- Complaints and appeals process / links
- Entry assessment requirements and any factors limiting an individual's ability to participate in the course.
- Identify entry requirements or prerequisites
- Identify appropriate delivery and assessment modes.
- Identify the human and physical resources required to conduct the training and carry out the assessment, including trainer and student manuals, workbooks, etc. Resources checklist

Industry need identified, client course enquiry

Review of industry requirements to be met, training needs analysis, course identified, broad unit selection identified, etc.

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Inital Request submitted through TAS Request Form

QA to review for compliance, materials and trainer available	Director to approve based on viability and suitability in line with Business Plan

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Industry Consultation & RTO Sign off

Trainer, BDM or Operations drafts initial TAS	BDM or trainer to seek industry feedback and QA sign off

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Resource Development

TAS is finalised, signed by relevant parties (with industry consultation), Resources are developed, Trainer Matrix confirmed

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Regulator Approval

Application lodged through regulator's Portal

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Finalisation

Upon approval of regulator; course is created in SMS, TAS saved, approved and provided to trainer for delivery

Once finalised the Quality Advisor or authorised delegate can approve the TAS.

Where an extension to scope is required, the TAS, trainer matrix and sample of training / assessment resources form the application to scope which is processed through TACPortal / asqanet portal by Director or RTO Manager.

With the qualification confirmed to be on scope the draft TAS is reviewed by the client and amended if/as required. The negotiation may involve changes to the units, delivery timelines

Development of a course delivered previously by the RTO

In cases where the RTO has delivered a similar course before all requests to approve a TAS should be accompanied by the TAS request form and identify:

- The requesting staff member name
- Course code and title – confirming that the qualification is on the RTO scope and that qualification status is 'current'
- Current print off from Training.gov.au with units selected in TAS clearly identified
  - Import units should be handwritten on the print off.
  - Identify if the number of identified units exceeds packaging requirements and comment on why.
- List of clients that were consulted in the TAS development
  - Name, position, company name
- Proposed trainer/s to train / assess for each unit
- The domain (corporate or public)
- Proposed start date
- Course duration (months) and schedule of delivery of units across course
- Identify the state RTO contact name (for TAS sign off)
- Identify the Client contact (for TAS sign off)

Industry need identified, client course enquiry

Review of industry requirements to be met, training needs analysis, course identified, broad unit selection identified, etc.

Inital Request submitted through TAS Request Form

QA to review for compliance, materials and trainer availability	Director to approve based on viability, resource purchases, development needs and suitability in line with Business Plan

Industry Consultation & RTO Sign off

QA to review for compliance, materials and trainer available	Director to approve based on viability and suitability in line with Business Plan

Finalisation

TAS is finalised, signed by relevant parties	Course is created in PowerPro, TAS saved, approved and provided to trainer for delivery

Client consultation is undertaken to review possible training outcomes and expectations of the training. This consultation may occur over a number of meeting and with various stakeholders of the client and the RTO.

Once an understanding has been reached between the parties, the requestor for the TAS is to complete the TAS request form and clearly identify all aspects of the course.

The Quality Advisor will review the TAS for compliance to packaging rules, course structure and government funding if applicable.

Director or RTO Manager will review for financial viability, capacity and development requirements and sign off on progression.

A draft TAS will be created and provided to the requestor for review with the client / stakeholders. Any adjustments can be made at this stage. TAS Validation Form completed with signed TAS.

The agreed TAS is to be reviewed by the Quality Advisor for final approval. Any changes to the TAS are reviewed to ensure the compliance of the TAS has not been impacted and a final PDF copy of the TAS is created.

Copies are provided to the client and trainer and the original is saved in the SMS for future reference by the RTO staff.

6. Validation of Training & Assessment Strategies

The RTO seeks to involve the industry and employers to review the RTO's Training & Assessment Strategies (TAS) on a regular basis.

As per the policy, TAS not previously delivered by the RTO will be validated during development with relevant stakeholders.

Courses that the RTO delivers regularly (such as public and short courses) will be validated annually.

7. Reviewing TAS

TAS are generally to be kept as live documents with minor updates occurring every few weeks or months, and with a formal review every year.

8. Policy Review

This policy will be reviewed each year and as a standing item, include details of the date it was reviewed and any changes.

- November 2022 – Initial creation
- June 2023- Updates based on regulator feedback

Policy Additions or Amendments

Separate to the mandated annual review, the policy may be varied at any time due to legislative changes or to fall in line with widely accepted best practices in the workplace. In the event of any changes, the policy will be updated, and relevant stakeholders advised.

<NAME> (Position)