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Training and Assessment Policy and Procedures

Purpose of the policy

This policy and procedures outline Bentley College approach to ensure that high quality training and assessment is provided. This policy and procedures meet the requirements of Standard 1 and associated clauses of the Standards for RTOs 2015.

Policy statements

Development of training and assessment strategies

Training and assessment strategies are in place for all training products on scope.

Training and assessment strategies are developed:

- to meet the requirements of training packages and VET accredited courses;
- based on industry needs;
- to enable students to meet the requirements of each unit of competency; and
- to ensure that an appropriate amount of training is provided.

Training and assessment strategies and practices are regularly reviewed as outlined in Bentley College Quality Assurance Policy and Practices.

Industry consultation

Bentley College training and assessment practices and strategies are informed by the industry engagement. Bentley College implements a range of strategies for industry engagement to ensure that its practices and strategies are relevant to industry. Bentley College uses the outcome of industry engagement to inform its training and assessment strategies and practices.

Resourcing

Bentley College ensures that it is sufficiently resourced through:

- ensuring sufficient and qualified trainers and assessors to provide training and assessment to students
- ensuring sufficient student support is in place through its Student Support Policy and Procedures
- identifying and procuring quality learning and assessment resources for the delivery of training and assessment
- identifying and procuring the required facilities and equipment to deliver training and assessment.

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Assessment

Bentley College implements an assessment system that ensures that assessment (including RPL):

- meets the requirements of the relevant training package and VET accredited course

- is conducted in accordance with the Principles of Assessment and Rules of Evidence.

Bentley College conducts assessment validation to meet the requirements of the Standards for RTOs 2015, including developing a plan for assessment validation.

Assessment evidence is retained to meet ASQA's General Direction on retention requirements for completed student assessment items.

Transition of training products

Bentley College ensures that:

- Where a training product on its scope of registration is superseded, all training and assessment for students is completed and the relevant AQF certification documentation is issued or that students are transferred into its replacement, within a period of one year from the date the replacement training product was released on www.training.gov.au.

- Where an AQF qualification is no longer current and has not been superseded, students' 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 www.training.gov.au.

- Where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, students' training and assessment is 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 www.training.gov.au.

- A new learner does not commence training and assessment in a training product that has been removed or deleted from the National Register.

It is noted that the requirements above do not apply where a training package requires the delivery of a superseded unit of competency.

Third parties

- Any third parties who intend to deliver training and assessment on Bentley College behalf will be required to enter into a third-party agreement with Bentley College.

- Bentley College will monitor the provision of services by third parties to ensure services comply with the Standards for RTOs 2015.

- Education agent arrangements are addressed by the Education Agent Policy and Procedures.

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Procedures

1	Develop training and assessment strategies (TAS)

1.1   Identify suitable training products for inclusion on the Bentley College scope through research of workforce/target client needs. Document research as a form of industry engagement.

1.2   Develop a training and assessment strategy using Training and Assessment Strategy template. Follow the prompts in each section of the Training and Assessment Strategy template to develop a comprehensive, compliant TAS.

1.3   Identify suitable industry stakeholders that can contribute to the TAS.

1.4   Provide an industry consultation survey, plus the Training and Assessment Strategy and a sample of associated learning and assessment resources to identified industry stakeholders.

1.5   Review the feedback from industry and document in the Industry Consultation Register.

1.6   Update TAS accordingly.

1.7   Procure all the resources required for the implementation of the TAS.

1.8   Organise scheduling of all training products.

1.9   As relevant, submit an application for change of scope to RTO/CRICOS registration on ASQAnet following the instructions within ASQAnet and providing required evidence.

1.10   Regularly review TAS as per Bentley College Quality Assurance Policy and Procedures.

2	Manage assessment system

2.1   Quality review assessments using the Assessment Quality Review Tool prior to use to ensure they meet the requirements of the unit of competency and the principles of assessment and rules of evidence.

2.2   Conduct assessment using provided assessment tools and following the instructions included in the assessment tools.

2.3   Mark completed student work following the instructions in the assessment tools.

2.4   Complete checks of sample student files to check marking is correct and all associated documentation is signed and dated.

2.5   File completed student assessment items for at least six months following completion.

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2.6   Archive or delete/shred completed student assessment items after six months following completion.

3   Conduct Recognition of Prior Learning (RPL)

3.1   Provide RPL Tool Candidate to those seeking RPL.

3.2   Conduct RPL of submitted student evidence using the RPL Tool Assessor.

3.3   File completed student assessment items for at least six months following completion.

3.4   Archive or delete/shred completed RPL assessment items after six months following completion.

4   Conduct assessment validation

4.1   Develop a validation plan using Validation Schedule and following the prompts to ensure that validation occurs to meet the requirements of Clauses 1.9, 1.10 and 1.11 of the SRTOs 2015.

4.2   Organise the validation team as per the Validation Schedule requirements.

4.3   Make arrangements for the validation and notify validation team members.

4.4   Conduct validation as per the Validation Schedule and using Bentley College Validation Tool.

4.5   Update assessments/reassess students based on validation findings.

4.6   Record findings on the Continuous Improvement Register.

5   Manage transition of training products

5.1   Develop a transition plan for superseded training products to include:

- identification of students who can and can't complete within one year of the date of the training product being superseded

- a plan for transitioning relevant students to the new qualification

- identification of new resource requirements.

- procurement of new resources requirements

- submission of an application for change of scope where the training product is not equivalent

- communication plan for all students and staff.

5.2   Implement the transition plan.

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6	Manage third parties responsible for delivery and assessment

6.1 Conduct due diligence of any third party that may be suitable for a third party agreement. This should also include checking that the third party is suitable as per the General Direction – third party arrangements.

6.2 Provide third party agreement for signing to any third party deemed suitable following due diligence.

6.3 Conduct third party induction following signing of agreement.

6.4 Advise ASQA within 30 days of the agreement being signed via ASQAnet.

6.5 Monitor third party at agreed intervals using the Third Party Monitoring Form.

6.6 Monitor third party using the Third Party Monitoring Form.

6.7 Where the Third Party Monitoring Form or feedback from students indicates that the third party may not be meeting the terms of their agreement, immediately investigate the issue.

6.8 Where the investigation confirms that the provider has not complied with their responsibilities as per the Third Party Agreement (except in the case of where the third party has engaged in false or misleading practices – see the following section), contact the third party in writing to advise the corrective actions that are required.

6.9 Implement relevant corrective actions.

6.10 Monitor corrective actions as required to ensure they are implemented.

6.11 File all documentation associated with monitoring.

7	Terminate third party contracts

7.1 Where third party monitoring or any other intelligence demonstrates that the third party has engaged in false or misleading practices, immediately send a notice in writing to the agent advising them that their contract is terminated and giving the reasons why.

7.2 Advise ASQA via ASQAnet of termination of the agreement and within 30 days of the agreement ending.

Responsibilities

The RTO Manager is responsible for:

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- identifying training needs and developing training and assessment strategies

- organising and conducting industry engagement

- organising all physical and human resources

- organising scheduling

- assessment file checks

- managing transition of training products

- managing third party arrangements.

The Administration and Student Support Officer is responsible for:

- entering assessment results on the SMS

- filing and archiving student assessments.

Trainers and assessors are responsible for training and conducting assessment and RPL.