1.03.824 TRAINING & ASSESSMENT STRATEGIES

> **WHAT YOU NEED TO KNOW – KEY TAKE OUTS**
>
> To ensure that IRT Academy training and assessment strategies meet regulatory requirements.
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> **Always read this Policy in conjunction with the Related Procedures identified below.**

Policy Statement	IRT Academy will develop Training and Assessment Strategies (TAS) as well as supporting documentation to ensure all IRT Academy students receive high quality training and assessment services that meet the requirements of the specific training package(s).
Purpose	To meet the requirements of: • National Vocational Education and Training Regulator Act 2011; and • Standards for Registered Training Organisations 2015
Risk Statement	IRT has a low appetite for risk of failing to comply with legislation.
Scope	The scope of this policy covers all IRT Academy students, employees and/or third parties acting on behalf of IRT Academy.
Related Procedure	IRT Academy Procedure Manual IRT Academy Management Manual
Related Documents	• RTO Policy 1.03.812 Language Literacy and Numeracy • RTO Policy 1.03.828 Development & Conduct of Assessment • RTO Policy 1.03.805 Skills and Qualification Recognition • RTO Policy 1.03.810 Continuous Improvement • TAS Template • Industry Consultation_Form_v2.0
Compliance Requirements	• National Vocational Education and Training Regulator Act 2011 • Standards for RTOs 2015 - Standard 1
Policy Owner	IRT Group Head - IRT Academy
Effective Date	April 2021
Review Date	April 2024
Content Manager Reference Number	EDOC2021/0023968

1 AGED CARE QUALITY STANDARDS & RELEVANT LEGISLATION

This policy has been written to align with the Aged Care Quality Standards and other relevant legislation and regulation. The following table explains the link between this policy and the relevant external requirements.

Standard / Legislation	What this Means
Standards for RTOs 2015	To ensure the RTO meets the regulatory standards for RTO operation and related legislation (see above).

2 POLICY DETAILS

IRT Academy will:

- Develop a documented overarching Training and Assessment Strategy (TAS) for each Training Package on scope of registration, and each cohort of learners. The overarching strategy details all Qualifications and individual Units of Competency on scope of registration.

- Conduct industry consultation to ensure that services are meeting customer/industry needs.

- Maintain suitable and up-to-date premises and equipment, which complies with all relevant government regulations and are kept in good order and upgraded as necessary.

- Maintain administration and training facilities and equipment so as to ensure smooth and effective operations for implementation of learning and assessment plans.

- Ensure evidence is gathered using a range of assessment methods to allow for differences in student performance.

3   FLOW CHART

Training and Asessment Strategy (TAS)

- One TAS developed and current for each Training Package on scope of registration
- Sets out the high level guidelines for the delivery and assessment of training
- Developed in consultation with IRT, industry and Trainer / Assessors
- Reviewed annually
- Document controlled

Supporting Documents

- Session Plans and Power Points - Guidelines for the delivery of training, should be contextualised by trainer to suite individual group needs and learning progression.
- Assessment Resources - Tools, Mapping Matrix, Marking Guide are document controlled and must be used in entirety. Reviewed at the completion of assessment as necessary. Validated as per schedule.
- Learner resources - IRT resources where available, purchased resources (online and hardcopy) mapped/appropriate to Unit and Learner needs
- Training Schedule - Individualised to student chohort and organisation needs.
- Trainer Matrix - Trainers mapped to individual Units of Competency and evidence of currency available.

In Practice Example:

It is August and the planning for next year's courses has started. The Learning and Development Manager schedule a meeting with the trainer/assessor due to deliver the course to reflect on current practices and review the TAS.

This meeting is followed by a meeting with Learning and Development representatives from IRT to review the course training and assessment strategy. Elective units of competency are reconfirmed and training and assessment activities explained and agreed on. A recording of the consultation session is saved as evidence.

The TAS is finalised, document controlled and saved.

4   ROLES AND RESPONSIBILITIES

Role	Responsibility
Policy Owner – IRT Group Head IRT Academy, Org Development	• Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor – Learning and Development Manager	• Ensure day to day implementation and compliance with policy.
Policy Implementation- Learning and Development Manager, Trainer/Assessor	• Implement procedure as per IRT Academy Procedure Manual

5   DEFINITIONS

In this Policy, words have the following meaning:

Term	Definition
RTO	Registered Training Organisation
TAS	Training and Assessment Strategy