



Training and Assessment Strategies Policy

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Preamble

This policy will provide guidelines and procedures to ensure ETAS (WA) Pty Ltd and any and all of its subsidiaries (referred to as ETAS Group) continues to meet the requirements of the Standards for Registered Training Organisations 2015 in respect to developing training and assessment strategies.

Purpose and Policy Statement

This policy will provide guidelines to identify, negotiate, plan for and implement appropriate training and assessment strategies (TAS) that meet the needs of ETAS Group clients.

This policy is designed to ensure standardisation and consistency across the strategies.

Scope

This policy applies to all accredited training conducted by ETAS Group, both on and offshore, as listed in ETAS Group Scope of Registration.

References and Legislation

- National Vocational Education and Training Regulator Act 2011
 - o Standards for Registered Training Organisations 2015
 - Standard One: Responsive to industry and learner needs
 - Clause 1.1 – 1.4
 - Clause 1.6
- Australian Qualification Framework (AQF)

Related Documents

- ETAS Group Training and Assessment Strategies Template (Part 1 and Part 2)
- ETAS Group Training and Assessment materials
- ETAS Group Assessment Policy
- ETAS Group Mapping Template
- ETAS Group Recognition Policy
- ETAS Group Legislative Compliance Policy
- ETAS Group Industry Engagement Policy
- ETAS Group Validation Policy
- ETAS Group Transition Policy
- ETAS Group Trainer Assessor Policy
- ETAS Group Policy, Procedure and Document Register

Procedure and Flowchart

Development Process

ETAS Group will undertake the following strategy when determining the need for training, planning training/assessment strategies and designing/developing courses:

- Identify ETAS Group and Client/Stakeholder training needs
- Conduct a Task and Training Needs Analysis
- Consult with Industry/Market Research
- Identify Competency Standards/Training Package requirements
- Develop the Training Program
- Develop the Assessment Methodology
- Develop the resources for training delivery and assessment
- Engage with Industry/Employers for feedback
- Deliver Training/Assessment
- Review Training/Assessment

**Creation of
TAS and
Mapping
Documents**



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Training and Assessment Strategies purpose:

- Meet the requirements in each training Package qualification and/or accredited course
- Be validated, reviewed and compared against competency standards in consultation with industry and VET experts **(See Validation Policy)**
- Comply with the Standards for RTOs 2015, the AQF (Particularly the volume of learning) and Industry Regulations/Legislation
- Identify proposed target groups/clients, training and assessment methods, assessment validation processes and pathways
- Be managed to ensure the transition to Training Package within 12 months of their publication **(See Transition Policy)**
- Identify core and elective units as appropriate
- Identify appropriate staff for training and assessment **(See Trainer and Assessor Policy)**
- Ensure that language, literacy and numeracy skills required are consistent with the workplace demands specified and the training package requirements. **(See Access & Equity Policy)**
- Ensure that delivery modes and training and assessment materials meet the needs of all clients as identified. **(See Industry Engagement Policy)**
- Be documented with version control
- Be consistent in their appearance and application across different qualifications for ease of use
- Be within ETAS's scope of registration
- Meet the specified requirements when customised and/or contextualised

Assessment Mapping (See Assessment Policy)

ETAS Group's [mapping document](#) provides a point of reference to all as to what evidence is to be collected to meet the requirements of each unit of competence. Factors used in mapping include;

- Environment where the assessment will be conducted
- Process, the steps the assessor will take
- Resources to be used by assessor
- Validation to ensure the training and assessing are meeting the needs of the client, industry and employer
- Other Factors such as RPL or Credit Transfer
- Reasonable adjustment to make allowances for special conditions such as client needs, equipment, language, literacy and numeracy, etc.
- Assessors – identification of trainer and/or assessor and qualifications
- Industry Consultation to ensure relevance of training
- Each unit of competency delivered and assessed by ETAS has an up to date Mapping document, which is reviewed in line with our Validation policy and procedure.

Training and Assessment Strategy PART ONE

ETAS Group has [Training and Assessment Strategy \(Part One\)](#) documents for each qualification, unit and skill set on scope. This document provides the non-program specific or 'general' qualification information such as:

- Broad business strategy
- Training product information such as code, title, entry requirements, packaging rules, licensing information etc
- General resources required for the program
- ETAS Group's general learning support information, and,

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- Validation and Moderation information

The separation of the more generic information in Part One of the TAS and the program specific information in Part Two (below) ensures consistency with the standard information from the qualification and avoids duplication of information across all client/cohort specific programs.

Training and Assessment Strategy PART TWO

As part of ETAS Group’s shared, systematic approach to compliance; trainers are responsible for completing, maintaining and updating the [training and assessment strategy document \(Part Two\)](#) for the programs that they deliver.

The TAS’s are working documents; demonstrating the variations between programs and are regularly updated when units change; new trainers come on board and when industry consultation is completed.

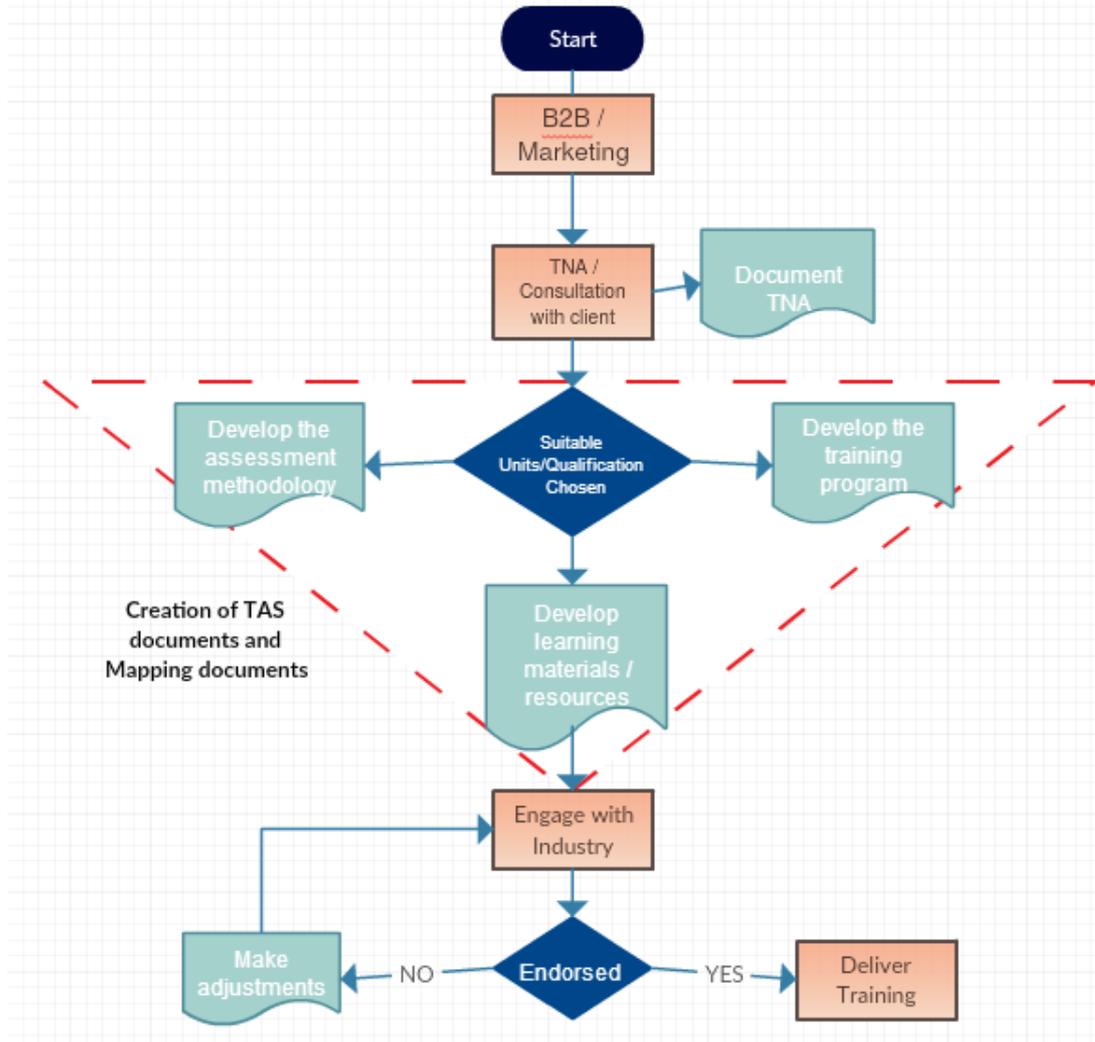
ETAS Group Training Strategies, included in the TAS – Part 2, outline how the training will be delivered in detail. This includes the following:

- Duration
- Delivery methods such as onsite, offsite, distance, classroom etc.
- Trainers qualifications and suitability to deliver and assess course
- How evidence is gathered.
- Volume of Learning (see below)

The TAS – Part 2 documents are to be submitted quarterly to administration@etasgroup.com.au to demonstrate ongoing review/consultation and as part of the ETAS continuous improvement process.

TAS Design Flowchart

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Breaches of Policy

Any person who is found to have deliberately breached this policy or the legislation to which this policy applies may be subject to ETAS staff disciplinary procedures.

Confirmed current as at: [04.10.2016](#)

Signed: 
 Name: [Greg Smith](#)
 Position: [Chief Operations Officer](#)