Policy Name:	Training Quality Principles
Policy No.	TA3.0
Issued:	20 March 2023
Reviewed:	

Purpose

To succinctly describe the principles applied by HITsa in the pursuit of quality training and assessment services.

Areas Affected

Current and prospective training and assessment services

General

- The Executive Officer is responsible for the creation of Training & Assessment Strategies. The TAS is the guiding document that shall form the base for all training and assessment programs, materials and tools
- The Compliance Manager is responsible for the design of training programs and assessment tools that meet the expectations of RTO Standards, industry and learners.
- Trainers and assessors are responsible for the delivery of training programs and assessment tools authorised by the Compliance Manager.
- Trainers and Assessors must not deviate from the tools and training plan provided.

Training & Assessment Strategies (TAS)

The Executive Officer is responsible for managing HITsa's scope of registration. As such, the Executive Officer will develop initial TAS for submission to ASQA. The Executive Officer will undertake industry consultation as part of this process. Results of this consultation will be documented.

All TAS are reviewed and updated at the start of calendar year. This is performed by the Compliance Manager with guidance and reviews conducted by the Executive Officer. All TAS follow HITsa's standard template which provides detailed information on the qualification/short course/unit of competency, delivery arrangements, assessment arrangements, staffing arrangements and review processes.

Development of Training & Assessment Materials

The Compliance Manager is responsible for developing training and assessment materials. This work is undertaken with input from industry (consultation) and experienced trainers. The Compliance Manager will document these research and consultation efforts and their impact to the development of industry relevant training.

The Compliance Manager will map training content and assessment tasks to performance criteria, performance evidence and knowledge evidence for each accredited course. The results of the competency mapping exercise is included in the Trainer Guide for each accredited unit.

Materials developed will be objectively reviewed by industry experienced trainers. Feedback is provided to the Compliance Manager who will consider and adjust materials to suit.

Validation

Validation is a quality review process that confirms the assessment system can consistently produce valid assessment judgements, being judgements that confirm a learner holds all of the knowledge and skills described in a training product.

The validation process involves checking that assessment tools have produced valid, reliable, sufficient, current and authentic evidence.

A statistically valid sample of the assessments is reviewed to make recommendations for future improvements to the assessment tool, process and/or outcomes (ASQA provide a sample size estimator in their validation fact sheet - https://www.asqa.gov.au/sites/default/files/FACT_SHEET_Conducting_validation.pdf?v=1532658700)

Validation is also used as a method to determine if assessors have made consistently valid assessment judgements.

The Compliance Manager maintains a 5-year schedule for the validation of all qualifications, skill sets and units of competency on HITsa's scope of registration.

Each validation process will be instigated by the Compliance Manager who will engage HITsa trainers/assessors to facilitate. The selected trainers/assessors will not have had direct involvement in the materials and judgements being validated. Each will have industry competence to contribute to a sound and knowledgeable review of the training outcomes.

Validation results will be documented and saved. Templates are used to record the context of each validation process –

- Validation Competence Verification Form – to be completed by each member of the validation team
- Validation Master Spreadsheet – records validation process
- Validation Report – records the activities, actions and outcomes for each unit of competency reviewed

Package updates

The Executive Officer is responsible for monitoring training.gov for package updates. HITsa's subscription to this service provides notifications about changes and updated to training components that affect HITsa.

Superseded units, skill sets and qualifications will be updated and implemented as soon as practical ensuring teach out periods are adhered to. Staff and Trainers will be informed of changes through the superseded qualification checklist which will be distributed via email. The Executive Officer will be responsible for the co-ordination of this activity.

Industry consultation

The Compliance Manager is responsible for achieving HITsa's industry consultation obligations.

Industry expectations for the skills and knowledge of VET graduates are expressed in training packages and VET accredited courses. Engaging with industry stakeholders, such as employers and industry associations, is critical to ensuring training and assessment is aligned to current methods, technology, products and performance expectations for the workplace tasks specified in the training package or VET accredited course.

Industry consultation is performed as part of the development of any new Training and Assessment Strategy (TAS) and also occurs annually when all TAS are being reviewed and updated.

Industry consultation relating to the development and updating of the TAS is overseen by the Executive Officer and Compliance Manager but can be performed by any member of the HITsa team who has contact with industry professionals. Guidelines on questions to ask and information to gather is provided by the Compliance Manager.

Industry consultation also occurs throughout the year - either formally or informally. It may relate to the delivery of training or the outcomes of training.

Content and outcomes of industry consultation are documented and saved. Templates are used for this purpose –
- Industry Consultation Feedback form
- Industry Consultation Meeting Record

The Compliance Manager is responsible for this record keeping.

Training Plans

A training plan template is developed for all qualifications and short courses, and these are adjusted according to the needs of specific clients, learner cohorts or individuals. The training plans are built from the TAS and provide details on order of units, session times and session content. All electives chosen by clients or individuals must meet the qualification packaging rules.

Individual training plans are generated from JobReady and provided to each prospective learner.

The Executive Officer may also manage training plans through Word & Excel templates as part of the negotiations for project work. Once agreed by HITsa and the Client, these training plans will be re-created in JobReady and provided to each learner.

Volume of Training

When determining the volume of training for all qualifications, short courses and individual units of training, the following elements are considered –
- the learner cohort (are they new to industry or experienced)
- the AQF volume of learning indicators (considered for all qualifications)
- the nominal hours for each unit of competency (nominal hours represent the supervised structured learning and assessment activities required to sufficiently address the content of a specific unit of competency)
- industry feedback and expectations
- past training outcomes

END

Date	Version	Amendment(s)
20.03.23		Original Document – Replaces HITP0046/6, HITP0040/12, HITP0052/10