



### RTO Training and Assessment Policy

<b>Category/ Business Group</b>	Education Group
<b>Published Externally (Yes/No)</b>	Yes
<b>Responsible Officer</b>	Group Executive, UNSWIL
<b>Contact Officer</b>	Manager, Continuing Education and Testing
<b>Approver</b>	Chief Executive Officer
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<b>Version</b>	1

#### Policy Approval *(for signature)*

<b>Responsible Officer</b>	<b>Policy Officer</b>	<b>Approver</b>
Marc Weedon-Newstead	Emma Drummond	Rob Forage
Date: 7/04/2015	Date: 9/04/2015	Date: 9/04/2015



## 1 Background

The *National Vocational Education and Training Regulator Act 2011* establishes the VET Quality Framework, a system which ensures the integrity of nationally recognised qualifications. Included in the VET Quality Framework are the *Standards for Registered Training Organisations (RTOs) 2015*. UNSW Global must comply with these eight Standards as a condition of registration.

Standard 1 addresses the need for Learners, employers and industry to have confidence in the integrity, currency and value of certification documents issued by RTOs, through high quality training and assessment practices.

It is complemented by Standard 2 which provides for quality assurance and Standard 3 which ensures consistency in certification documentation.

## 2 Purpose

This policy outlines the principles governing RTO training, assessment and certification practices at UNSW Global and facilitates compliance with Standards 1, 2 and 3.

## 3 Scope

This policy applies to all staff involved in the delivery and administration of AQF training packages and VET accredited courses, for or on behalf of UNSW Global, and RTO Learners.

## 4 Definitions

**Australian Qualifications Framework (AQF)** means the framework for regulated qualifications in the Australian education and training system, as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education.

**Learner** means a person being trained and/or assessed by UNSW Global for the purpose of issuing AQF certification documentation.

**Recognition of Prior Learning (RPL)** means an assessment process that assesses the competencies of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

**VET Regulator** means the National VET Regulator, being the Australian Skills Quality Authority (ASQA).

## 5 Policy Statement

### 5.1 Training and Assessment (Standard 1)

UNSW Global's training and assessment strategies and practices are designed to be responsive to industry and Learner needs, and to meet the requirements of training packages and VET accredited courses.

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(a) *Training and Assessment Strategy*

UNSW Global's training and assessment strategies and practices, including the amount of training it provides, meet the requirements of the training packages and VET accredited courses it delivers.

UNSW Global's training packages and VET accredited courses are delivered by appropriately qualified trainers and assessors with sufficient support services, learning resources, facilities and equipment to enable Learners to meet the requirements of each unit of competency or module in which they are enrolled.

(b) *Industry Relevance*

UNSW Global's training and assessment practices are relevant to the needs of industry and informed by industry engagement.

(c) *Learner Support*

UNSW Global determines the support needs of individual Learners and provides access to the support services necessary for the individual Learner to successfully complete their training.

(d) *Assessment*

UNSW Global's assessment system ensures that assessment (including RPL) complies with the assessment requirements of the training packages and VET accredited courses it delivers.

Assessment is conducted in accordance with the Principles of Assessment (fairness, flexibility, validity and reliability) and the Rules of Evidence contained in Standard 1 to ensure that assessment judgements are consistently made on a sound basis. All assessment recognises equity issues without compromising the integrity of the assessment process.

Assessment practices and judgements for each training product are systematically validated on an ongoing basis.

(e) *RPL*

UNSW Global recognises existing competencies and offers RPL to individual Learners. Applications for RPL are considered on a case-by-case basis and in a timely manner to ensure that all Learners are able to make well-informed choices about study options, pathways and alternatives.

(f) *Trainers and Assessors*

To provide training that reflects current industry practice and valid assessment, UNSW Global's training and assessment is delivered only by persons who meet the criteria set out in Standard 1 and who undertake professional development in vocational training, learning and assessment.

(g) *Supervision*

Individuals engaged to deliver training and assessment who are not qualified trainers or assessors (*Supervised Trainers*) are supervised by a qualified trainer and do not determine assessment outcomes. UNSW Global ensures that Supervised Trainers possess the attributes described in



Standard 1. The degree of supervision corresponds to the Supervised Trainer's level of skill, and supervising trainers are accountable for the Supervised Trainer's training delivery and collection of assessment evidence.

- (h) *Training and Assessment Qualifications for Trainers and Assessors*  
UNSW Global only engages trainers and assessors who hold the skills and knowledge required to deliver training products of the highest quality. Trainers and assessors must have skills and knowledge consistent with those identified through industry engagement and they must possess the attributes described in Standard 1.
- (i) *Independent Validation of Training and Assessment Qualifications*  
To ensure that assessment is appropriately rigorous and that graduates are competent, UNSW Global's assessment system, tools, processes and outcomes are independently validated in accordance with Standard 1.
- (j) *Transition of Training Products*  
UNSW Global ensures that Learners graduate with a qualification that most closely resembles the current skill needs of industry. UNSW Global transfers superseded qualifications into replacement qualifications in accordance with Standard 1 to best meet the needs of Learners and industry.

## 5.2 Quality Assurance (Standard 2)

UNSW Global's operations are systematically monitored and evaluated to ensure it delivers quality training and assessment.

UNSW Global has sufficient strategies and resources in place to systematically monitor and evaluate delivery of its services and to ensure compliance with the Standards.

UNSW Global fosters a culture of continuous improvement by committing to Learner and client needs, performance optimisation and sharing responsibility for continuous improvement among all staff.

Third parties only deliver services on UNSW Global's behalf where there is a written agreement in place. UNSW Global is ultimately responsible for ensuring quality training and assessment, regardless of any third party arrangements.

## 5.3 Certification Documentation (Standard 3)

UNSW Global issues, maintains and accepts AQF certification documentation in accordance with the Standards and the AQF Qualifications Issuance Policy.

UNSW Global issues qualifications, statements of attainment and records of results only when the Learner has completed all requirements.

UNSW Global accepts and provides credit for prior studies in accordance with Standard 3.

UNSW Global meets the requirements of the Student Identifier Scheme and provides access to Learner records.

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## 6 Legal and Policy Framework

This policy is developed, approved and reviewed in accordance with the *National Vocational Education and Training Regulator Act 2011*, VET Quality Framework and associated legislative instruments.

### 6.1 Responsibilities

- (a) *Approver*  
The Chief Executive Officer is responsible for the approval of this policy.
- (b) *Responsible Officer*  
The Group Executive, UNSWIL is responsible for the dissemination, implementation and review of this policy.
- (c) *Contact Officer*  
The Manager, Continuing Education and Testing is responsible for the day to day implementation of this policy and is the first point of contact for all enquiries that relate to this policy.
- (d) *Policy Administration and Compliance Officer*  
The Policy Administration and Compliance Officer is responsible for the administration and publishing of this policy.
- (e) *Staff, Supervisors and Executives*  
UNSW Global staff, supervisors and executives are responsible for assisting in the implementation of and adherence to this policy.

### 6.2 Review

This policy is due for review two years from its date of implementation or earlier if required by legislative or regulatory changes.

## 7 Linked Documentation

- (a) Trainee Handbook
- (b) RPL Kit
- (c) RPL Further Information Template
- (d) RPL Outcome Template
- (e) Withdrawal/Transfer Form

## 8 Related Policies and Procedures

- (a) RTO Training and Assessment Procedure
- (b) RTO Marketing and Information Policy
- (c) RTO Complaints and Appeals Policy
- (d) RTO Governance and Administration Policy

## 9 Version History

Version Control	Date effective	Approved by	Amendment notes