



Goulburn Ovens
Institute of TAFE

Procedure no. E2-P1a

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FLA-73

Responsible Officer: Manager Education Assurance

Authorising Officer: Exec Manager Business Transformation

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TRAINING AND ASSESSMENT PROCEDURE – 1. PLAN

1. PURPOSE

To describe the processes, responsible officers and relevant documentation required to plan for high quality education, training and assessment services at Goulburn Ovens Institute of TAFE (GOTAFE). Refer to the Management of GOTAFE Courses Procedure when planning new qualifications to GOTAFE Scope of Registration.

2. SCOPE

This procedure:

- applies to all courses listed on the GOTAFE Scope of Registration
- complies with all aspects of the *Australian Skills Quality Authority*
- is informed by the GOTAFE *Training and Assessment Policy* [E2]
- outlines the course **registration** and **planning** phases of the entire Training and Assessment process
- has been developed in accordance with the continuous improvement cycle *Continuous Improvement Procedure* [Q1-P70].

3. DEFINITIONS

Please refer to *Glossary* in the GOTAFE *Training and Assessment Policy* [E2].

4. PROCEDURE

REGISTER A COURSE

Note: This phase of the entire Training and Assessment Process is defined in the *Management of GOTAFE courses procedure* [PRSA-166].

- Prepare Business Case
- Check Funded Courses List available at <https://www.education.vic.gov.au/skillsfirst/Pages/fundedcourses.aspx>
- Prepare Course registration documentation and Training and Assessment documentation: draft TAS, Course development Plan and Readiness Declaration Template (FLA-73), Education Design Parameters Working Sheet (FLA-61); Course Information Form (FLA-49), Course Transition Plan (if applicable), Training and Assessment documents, Unit Guide, Assessment Map, Assessment Task (Learner & Assessor version) Assessment task feedback to learner, Delivery Plan, Unit final assessment result.
- Check for automatic ASQA additions to Scope for equivalent courses that require opt in/opt out. Refer *Course transition procedure* [PRSA-160].

PLAN A COURSE		
Step	Responsibility	Required documentation
1. Access the relevant Training Package or VET Accredited Course Curriculum and Purchasing Guide to identify core and elective Units of Competency	Qualification Owner/ Commercial Manager Course Coordinator/TLO	Training Packages (available from Training.gov.au VET Accredited Course Curriculum Purchasing Guides
2. Plan industry engagement strategy to inform the choices of electives units, training delivery, content, methods of assessment and required trainer/assessor skills and knowledge	Qualification Owner/ Commercial Manager Course Coordinator/TLO	<i>Industry engagement strategy and consultation log [FLA-70]</i>
<p>Note: The <i>Industry engagement strategy and consultation log [FLA-70]</i> has two parts. The first page is the planned strategy and the second part is a record of consultations undertaken throughout the Training and Assessment cycle.</p>		
3. Confirm core Units of Competency	Commercial Manager Course Coordinator/TLO	Training Packages Purchasing Guide Industry Consultation Log
4. Complete documentation for course setup.	Commercial Manager Course Coordinator/TLO	<p><i>Training and Assessment Strategy [TAS]</i> including attachments:</p> <ul style="list-style-type: none"> • <i>Education Design Parameters Working Sheet [FLA-61]</i> • <i>Course Information Form [FLA-49]</i> • <i>SMS enrolment study plan template [FSA-111]</i>
<p>Note: The <i>Training and Assessment Strategy [TAS]</i> is the documented training and assessment strategy for the course and includes all of the specific details associated with the delivery and assessment of the course including:</p> <ul style="list-style-type: none"> • Units of Competence from the relevant Training Package • eligible and ineligible offerings (FFS; Profile [VTG]) • modes of delivery and assessment • Partner Provider arrangements (if applicable) • course structure as per packaging rules • learning resources • learning and assessment facilities and equipment • trainers and assessors employed to conduct the course* • Education Design Parameters Working Sheet [FLA-61] <p>*Specific information about the vocational competence and qualifications of the trainers and assessors engaged for the course is recorded in the Trainer and Assessor Qualifications and Vocational Competency form [FLA-71] which is held in Human Resources [HR]</p>		

PLAN A COURSE		
Step	Responsibility	Required documentation
5. To finalise set up in SMS provide relevant documents	Commercial Manager/and/or Course Coordinator/TLO	TAS – through work flow
Note: Fees for each course need to be supplied to the SMS System Administrator.		
6. Refer to the TAS to determine the entry requirements and complete the <i>Course information form [FLA-49]</i> and <i>Pre Training Review Form [FLS-07]</i>	Commercial Manager Course Coordinator/TLO	<i>Training and Assessment Strategy [TAS]</i> <i>Course information form [FLA-49]</i> <i>Pre Training Review Form [FLS-07] Section C</i> <i>E-Application Applicant Course(s) requirement [FSA-136]</i>
Note: The Course Coordinator/TLO determines the course entry requirements e.g. Language, literacy and numeracy requirements; computer skills; First Aid certificate; National Police check; Working with Children check; physical requirements.		
7. Review and update the <i>Skills Recognition Kit [SRK].- (RPL)</i>	Course Coordinator/TLO and/or Trainer and Assessor	<i>Skills Recognition Kit [SRK] – (RPL)</i>
8. Develop or review unit training and assessment documents using GOTAFE forms/templates available in Policy Central. Source 3 rd party learning resources where possible (as required) If required, request a Moodle shell via the Digital Learning Support link on the Intranet.	Course Coordinator/TLO Trainer and Assessor	<i>Assessment task Learner Version [FLA-43L]</i> <i>Assessment task Assessor Version [FLA-43A]</i> <i>Assessment map [FLA-31]</i> <i>Assessment task feedback to learner [FLA-65]</i> <i>Unit final assessment result [FLA-66]</i> and/or <i>Graded assessment task feedback to learner [FLA-67]</i> <i>Unit final graded assessment result [FLA-68]</i> <i>Delivery plan [FLA-38]</i> <i>Unit guide [FLA-48]</i> <i>Text books, workbooks, vodcasts, podcasts, graphics etc</i> <i>Workbook [GOTAFE-WB]</i> <i>Moodle templates</i>
Note 3rd Party: Where possible, use resources from Creative Commons or other copyright free sources. Please contact Library Services for assistance with requesting copyright permission and acknowledging copyright where necessary.		
Note Moodle: Contact Resource Development team for assistance with assessment; blended learning; courseware; Moodle, Assessment planning and documentation, Skills Recognition; Validation.		

PLAN A COURSE		
Step	Responsibility	Required documentation
9. Conduct Pre Assessment Validation on Assessment Tasks	Commercial Manager Course Coordinator/TLO	Pre-Assessment validation Checklist and Action Plan (FVDN-05)
NOTE: Education Assurance will conduct a quality and compliance check on all documents prior to being implemented.		
10. Upload electronic documents into the department U drive Course/Docs folder.	Course Coordinator/TLO Trainer and Assessor	Documentation as listed above
11. Complete timetables.	Course Coordinator/TLO and/or Trainer and Assessor	<i>Block Timetable [ODHOC-09] or Monthly timetable day and night [ODHOC-10]</i>
12. Coordinate staffing with qualified trainers and assessors.	Commercial Manager and/or Course Coordinator/TLO	<i>HR Action For [FHR-117] – if applicable Trainer and Assessor Qualifications and Vocational Competency form [FLA-71]</i>
13. Verify trainer and assessor competence and documentation.	Commercial Manager Course Coordinator/TLO	<i>Trainer and Assessor Qualifications and Vocational Competency form [FLA-71]</i>
14. Implement and document direct supervision arrangements for trainers who do not yet have the required qualifications. If approved by General Manager Education	Commercial Manager Course Coordinator/TLO Trainers and assessors	<i>Training and Assessment Strategy [TAS] Training supervision record plan [FLA-56]</i>
<p>Note: Refer to Standards for Registered Training Organisations (RTOs) 2015, Clauses: 1.13 -1.24.</p> <p>Employees cannot train under supervision until they have one of the Enterprise Trainer skill set credentials TAESS00003, TAESS00007 or TAESS00008, or either the TAESS00013, TAESS00014 or TAESS00015 skill set or its successor.</p> <p>If they do not have VIT registration, they must be supervised by a registered VIT teacher.</p>		
15. Log a job on the Intranet to make room bookings and attach the <i>Room Booking Request form</i> . Note: You will receive confirmation via email.	Course Coordinator/TLO	

PLAN A COURSE		
Step	Responsibility	Required documentation
<p>16. If the course is being delivered by an Education Partner refer to the <i>Education Partner Procedure [PRPP154]</i></p> <p>Note: Refer to <i>Standards for Registered Training Organisations (RTOs) 2015 [ODQU-03]</i></p>	<p>Executive Manager Commercial Manager Course Coordinator/TLO Contracts Register Administrator</p>	<p><i>Education Partner Procedure [PRPP154]</i> <i>Education Partner Responsibility Matrix [FPP-04]</i> <i>Standards for Registered Training Organisations (RTOs) 2015 [ODQU03]</i></p>
<p>17. Plan promotion and marketing:</p> <ul style="list-style-type: none"> • Ensure that the information on the public website is accurate. • Ensure printed information is accurate. • Promote the course including course information sessions. 	<p>Commercial Manager Course Coordinator/TLO Marketing Department</p>	<p><i>Annual Course Guide or Short Course Guide</i> Course brochures <i>Course information form [FLA-49]</i> <i>Current Fees and Charges brochure</i> <i>Information/Enrolment Pack</i> <i>Course Pricing Master List</i></p>
<p>Note: For VCAL/VCE refer to the Manager TEC (Technical Education Centre). For Apprentices and Trainees refer to the relevant teaching department.</p>		