Training and Assessment Strategy Policy

1. Purpose

The purpose of this policy is to meet the requirements of the Standards for Registered Training Organisations 2025.

To provide documented strategies for the delivery of quality nationally recognised training and assessment and to ensure correct certification of completed training.

Training and Assessment policy outlines the principles that underpin Edinburgh International College Pty Ltd t/a Edinburgh International College (herein referred to as "EIC")'s approach to assessment and ensure consistent best practices for training and assessment.

EIC will implement, monitor, and evaluate training and assessment strategies and practices:

- To systematically evaluate and use the outcomes of the evaluations to continually improve the Institute's training and assessment strategies and practices and to drive continuous improvement that supports learner success, industry relevance, and compliance.
- To undergo validation of EIC's assessment systems, tools, processes, and outcomes in accordance with the Credential Policy and the Standards for RTOs 2025. (Ref: Validation Policy and Procedures).

2. Scope

This document applies to all assessable learning activities, units and courses offered at the Institute.

3. Responsibility

The CEO and Administration Manager will be responsible for the implementation of this policy and procedure, along with delivery of training and assessment.

4. Definitions

4.1. **Training and Assessment Strategy (TAS) is** the approach of, and method adopted by, an RTO with respect to training and assessment designed to enable learners to meet the requirements of the training package or accredited course (Glossary, Standards for RTOs 2025).

4.2. **Assessment** means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET-accredited course.

4.3. **Assessment tools**: are the instruments and procedures used to gather and interpret evidence of competence for the chosen assessment method.

4.4. **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.

4.5. **Learner** means a person being trained and/or assessed by EIC for issuing AQF certification documentation.

4.6. **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 for VET-accredited courses.

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

4.8. **Unit of competency** -The specification of the standards of performance required in the workplace.

4.9. **Credit Transfer (CT) -** The granting of exemption or credit by a Registered Training Organisation (RTO) to students for units of competency completed under an accredited training.

5. Requirements/Principles (SRTO 2025)

5.1 Training and Assessment

- 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.
- Training and Assessment Strategy and practices, including the amount of training it provides, meet the requirements of the VET training packages and AQF framework.
- EIC determines the amount of training they provide to each learner about the existing skills, knowledge and the experience of the learner, the mode of delivery, where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification.
- The entry requirement specified in the TAS are clearly listed.
- The Training & Assessment Strategy Checklist will be used to ensure that revised or new training and assessment strategies are appropriate before they are implemented.

Industry Relevance- Training and assessment practices are relevant to the needs of industry and informed by industry engagement.

Learner Support – EIC determines the support needs of individual Learners and provides access to the support services necessary for the individual Learner to successfully complete their training in accordance with SRTO 2025.

Assessment - EIC 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 (Validity, Sufficiency, Authenticity and Currency) contained in Standards for Registered Organisations 2025 to ensure that assessment judgements are consistently made on a sound basis. All assessment recognises access and 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.

5.2 Facilities

- The facilities provided to learners are sufficient and enable learners to meet the requirements for each unit of competency.
- For theory classes, all the facilities and equipment are suitable to meet the learning needs of the students. The classroom is adequately resourced and includes Data projectors connected with trainer's computers, whiteboards, table and chairs, power points for laptop, computer. a computer with Internet connection to enable research, access to network printers and photocopiers from class,

- For practical classes (where applicable), the facilities match or exceed the specific requirements of the Training Package. The resources are listed clearly and unit-wise inside the TAS. Attempt is made to simulate the class environment as closely as possible to a real live workplace where applicable.

Industry experts' advice is used to ensure the quality and industry standards of these simulated workplaces.

Equipment

- The facilities and specific equipment required meet the requirements of the training package and are currently as per industry's needs.
- All equipment is checked for safety and should be cycled in line with the equipment requirements, manufacturer's specifications, and instructions. The quality of the equipment will be determined by its quality, its amount of use (and thus wear and tear) and its currency.

5.3 Licensing - Some Training Packages may require that the RTO work with the licensing authority or regulator. EIC will ensure that it obtains full approval from the body in accordance with rules set down in the training package.

5.4 Legislation - All training packages will refer to one or more pieces of legislation or regulations. These are usually defined in the training package. It is the responsibility of all the trainers of that qualification to keep up to date with the current legislation.

In addition, as a part of the audit process, the list of legislation and/or regulations related to all training packages will be reviewed on a continuous basis. Superseded legislation is being removed and new legislation that has been enacted is being added. Any changes identified will become items in the Continuous Improvement Register for updates to be completed in the Training and/or assessment material.

5.5 Credit Transfer - Where institute identifies that learners have indicated on enrolment form or during pre-training review that student has completed the nationally recognised unit of competency and possible credit transfer or prior experience.

5.5 RPL - EIC will recognize the existing competencies and offer RPL to individual Learners. Applications for RPL will be 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.

5.6 Trainers and Assessors

- Qualified trainers are recruited for the delivery of training and assessment practices.
- To provide training that reflects current industry practice and valid assessment, EIC training and assessment will be delivered only by persons who meet the criteria set out in Standards for Registered Training Organisations 2025 and who undertake professional development in vocational training, learning and assessment. Refer to Staff Recruitment and Professional Development Policy for more details on qualifications of trainers and assessors.
- **Supervision** of unqualified trainers [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. EIC ensures that Supervised Trainers possess the requirements of SRTO 2025. The level 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.
- **Training and Assessment Qualifications for Trainers and Assessors**- EIC only engages trainers and assessors who hold the skills and knowledge required to deliver training products of the highest

quality. Trainers and assessors will have the skills and knowledge consistent with those identified through industry engagement and they must possess the requirements described in Standards for Registered Training Organisations 2025.

5.7 Independent Validation of Training and Assessment Qualifications- To ensure the integrity of EIC assessments. The Institute assessment system, tools, processes, and outcomes are independently validated in accordance with Standards for Registered Training Organisations 2025.

5.8 Transition of Training Products- EIC transfers superseded qualifications into replacement qualifications in accordance with Standards for Registered Training Organisations 2025 to best meet the needs of Learners and industry. Refer to Transition Policy and procedures.

5.9 Assessment - At EIC, Assessments will support learner's engagement in learning and creating supportive learning communities.

EIC assessment system will ensure that assessments comply with the assessment requirements of the training product and meet principles of assessment and rules of evidence. Refer to Assessment Policy and Procedures for further details.

5.10 Quality Assurance

- EIC operations are systematically and rigorously monitored and evaluated to ensure it delivers quality training and assessment at all times.
- EIC has sufficient strategies and resources in place to systematically monitor and evaluate delivery of its services and to ensure compliance with the Standards for Registered Organisations 2025.
- EIC promotes 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 behalf of EIC where there is a written agreement in place. EIC accepts and agrees that the Institute is ultimately responsible for ensuring quality training and assessment, regardless of any third-party arrangements.

5.11 Certification Documentation - EIC issues, maintains, and accepts AQF certification documentation in accordance with the Standards for RTOS 2025. EIC issues qualifications, statements of attainment and records of results only when the Learner has successfully completed all requirements and learner has no outstanding fees. Refer to AQF Qualifications and Statement of Attainment Policy and Procedures for further details.

6. Procedures

Monitoring and Evaluation of Training and Assessment Strategies

Administration Manager at EIC will monitor and evaluate the training and assessment strategies and practices by following a structured approach.

EIC will undertake moderation and validation of its training and assessment practices to ensure it meets the requirements of Standards for Registered Training Organisations 2025.

The Institute will engage with industry experts to ensure that the current training and assessment practices are relevant to the needs of industry and informed by industry engagement.

The procedures will be as follows:

Incorporate Feedback Mechanisms - Feedback will be taken from the trainers, Training Co-ordinator, and students to understand the strengths and areas for improvement.

CEO will use the feedback from the trainers/assessors and consult with the industry leaders and compliance consultant to understand the legislative standards and current industrial practices.
Evaluation information will be further collected through the quality/performance indicator data collected during the delivery of training and assessment strategies, validation outcomes, trainer and assessor feedback and complaints and appeals.

This information will be taken to identify valuable insights into the strengths and weaknesses of the strategies and improvise on the training and assessment strategies.

Internal Audits / Review - EIC will conduct internal reviews in line with the Compliance Monitoring Plan* to ensure ongoing compliance with Standards for Registered Training Organisations 2025 and to meet the current demand of industry needs.
A review will take place on a regular basis based on feedback, suggestions, legislative changes, training package requirements. Where a review is identified, EIC will set up meetings, including the key personnel of EIC, including at least:

- CEO
- Training Co-Ordinator, Trainers/Assessors
- Administration Manager, Student Administration
- Compliance Consultant/Industry Expert

Internal review of each detail mentioned in the training and assessment strategy and the Standards for Registered Training Organisations 2025 will be conducted in line with EIC's Compliance Monitoring Plan. Reviews will use ASQA's most current self-assurance guidance and tools to systematically evaluate compliance, identify risks, and document continuous improvement actions.

* ***Compliance Monitoring Plan*** has been developed to review and monitor the institute's operations, including each department, as per the student study cycle, including the training and assessment strategy. *Refer to Quality Management Policy and Procedure for more details. Contact us at* 03 9088 6578 / +61 0449 993 550 or email us at info@eic.edu.au/deval.nirmal@eic.edu.au for any further information.

Industry Engagement: The Institute will undertake industry engagement activities to identify the current demand and needs of industry. The Training Co-Ordinator will organise a meeting with the industry expert and the discussions of the meeting will be documented in the industry consultation feedback form. Any gaps identified during the meeting will be documented and discussed with the internal staff members.

Validation of Training and Assessment Strategy

Monitoring and Evaluation of Training and Assessment strategy will lead to decision-making and action implementation. The evaluation made through collecting feedback and internal review of the training and assessment strategies will be used to determine the action required. A meeting will be conducted with the keys staff members and further strategies and areas of improvement will be discussed for self-assurance practices.

The discussion and action taken will be documents in the meeting minutes or an action report. The Training Co-Ordinator will be responsible for implementation of moderation and validation of the Training and Assessment Strategies in line with the compliance monitoring plan and the procedures are followed to ensure

that the training and assessment delivered/to be delivered aligns with the requirements of the standards and current industrial practices.

Implementation and Quality review

- After discussions, and outcome is finalized, where applicable, an action report will be filed in a "designated folder of each area". This folder will include old documents and policies, a review report and an action taken report.
- Post the decision-making, the strategy plan will be implemented by the CEO and the Training Co-Ordinator. This will be monitored further by conducting regular reviews in between and a final audit at the end of the review period.
- Details, actions, and outcomes of the review will be documented on the Continuous Improvement register.

Training Co-Ordinator will ensure that training and assessment strategies and practices, including the amount of training they provide, are consistent with the requirements of training packages and VET-accredited courses and enable each learner to meet the requirements for each unit of competency or module in which they are enrolled.

Related Documents

- Assessment Validation Policy and Procedures
- Staff Recruitment and Professional Development Policy
- Transition and Teach-Out Policy and Procedure
- Quality Management Policy and Procedure
- Assessment Policy and Procedures
- Training & Assessment Strategy Checklist (Appendix 1)

Appendix 1 - Training & Assessment Strategy Checklist

Qualification: _____ **Version:** _____

Please Tick	Checklist Items
☐	Identified Training Package from training.gov.au
☐	Identified Course & Course codes for each qualification/descriptor
☐	Identified qualification rules, i.e., no. of units' core/elective units
☐	Target Cohort Identified
☐	Entry Requirement (Local/Overseas Cohort)
☐	Select core/elective units
☐	Determine number of hours for each unit for training and assessment

Please Tick	Checklist Items
☐	Determine total course hours/duration/AOT/VOL
☐	Identify resources/facilities required
☐	Develop Delivery Schedule/Timetable
☐	Determine delivery method (e.g., classroom, practical)
☐	Assessment Approach and Decision-Making Process
☐	Assessment Matrix for each unit
☐	Determine assessment method/evidence gathering technique
☐	Trainer and Assessor qualification
☐	Student Support Approach
☐	Industry Consultation
☐	Validation Approach
☐	Continuous improvement
☐	Others

Comments:

Document Prepared By: _____ **Date:** _____