Training and Assessment Policy

PURPOSE OF THE POLICY

This policy and associated procedures outline Alpha College of Australia's approach to ensure that high quality training and assessment is provided and which engages students and enables them to attain nationally recognised, industry relevant competencies.

This policy and associated procedures meet the requirements of Standards 1.1, 1.2, 1.3, 1.4, 1.5, 1.8, and 2.5 of the Outcome Standards for RTOs, as well as Standard 11 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

POLICY STATEMENTS

TRAINING

All training provided by Alpha College of Australia is consistent with the requirements of the training product.

Alpha College of Australia delivers training in the mode that will allow students to develop the required skills and knowledge consistent with the training product.

Alpha College of Australia provides training that is structured and paced in a way that helps students progress, giving them enough time for learning, practice, feedback, and assessment.

Training methods, activities, and resources are designed to engage students and enhance their understanding.

Alpha College of Australia ensures that where the training product requires work placements or other community-based learning, student will be able to gain the necessary skills and knowledge in that setting.

Alpha College of Australia develops and implements a range of systems and documentation to ensure that training is engaging, well-structured and enables students to attain skills and knowledge consistent with the training product including training and assessment strategies, session plans and work placement resources.

INDUSTRY ENGAGEMENT

Alpha College of Australia's training and assessment practices and strategies are informed by industry engagement to ensure that training and assessment reflect current industry practices.

Alpha College of Australia identifies and then engages with relevant industry, employer and/or community representatives to seek their advice and feedback on training and assessment practices and strategies.

Alpha College of Australia uses this advice and feedback to inform changes to training and assessment practices and strategies.

ASSESSMENT

Alpha College of Australia implements an assessment system that ensures that assessment (including RPL):

- meets the requirements of the relevant training product.
- is conducted in accordance with the Principles of Assessment and Rules of Evidence (see definitions in this document).

Alpha College of Australia reviews assessment tools prior to use to ensure assessment can be conducted consistent with the principles of assessment and rules of evidence. Assessment tools are updated as required based on the outcomes of the review.

Alpha College of Australia conducts assessment validation to meet the requirements of the Outcome Standards for RTOs.

Alpha College of Australia retains completed student assessment items for at least two years following the student's completion of the training product.

FACILITIES, RESOURCES AND EQUIPMENT

Alpha College of Australia identifies and documents the facilities, resources and equipment required to deliver the training product, including which of these will be provided by Alpha College of Australia or third parties as relevant.

Alpha College of Australia has strategies in place to ensure:

- the ongoing suitability and safety of all facilities, resources and equipment.
- that students have access to all of the facilities, resources and equipment required to participate in training and assessment.

Alpha College of Australia identifies and manages risks associated with facilities, resources and equipment used for work placements, or other community-based learning.

Resourcing regarding staffing and student support is addressed in our Staffing Policy and Associated Procedures and Student Support Policy and Associated Procedures.

LEARNING ENVIRONMENT

Alpha College of Australia ensures that the learning environment provided promotes and support the diversity of all students. Alpha College of Australia identifies and implements strategies to foster a safe and inclusive learning environment for all students, as well as a culturally safe learning environment for First Nations people.

TRANSITION OF TRAINING PRODUCTS

Alpha College of Australia ensures that:

- where a training product on its scope of registration is superseded, all training and assessment for students is completed and the relevant AQF certification documentation is issued or that students are transferred into its replacement, within a period of one year from the date the replacement training product was released on www.training.gov.au.
- where an AQF qualification is no longer current and has not been superseded, students' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from www.training.gov.au.
- where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, students' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from www.training.gov.au.
- a new learner does not commence training and assessment in a training product that has been removed or deleted from the National Register.

It is noted that the requirements above do not apply where a training package requires the delivery of a superseded unit of competency.

THIRD PARTIES

- All third parties who deliver training and assessment on Alpha College of Australia's behalf will be required to enter into a third-party agreement with Alpha College of Australia.
- Alpha College of Australia will monitor the provision of services by third parties to ensure services comply with the Outcome Standards for RTOs.
- Education agent arrangements are addressed by the Education Agent Policy and Associated Procedures

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