

## **Training and Assessment Policy and Procedure**

### **1. Purpose of the policy**

- 1.1** This policy documents ICAN Learn's policy and procedures for managing training and assessment.

### **2. Training and Assessment Policy**

- 2.1** ICAN Learn will develop Training and Assessment Strategies that relate to each of its accredited course or training package qualifications/courses on its scope of registration in consultation with training staff and relevant industry stakeholders, to ensure that all requirements specified in the relevant training package or VET accredited course are met.

### **3. Application of the policy**

- 3.1** This Policy applies to ICAN Learn Management and all casual, part time and full time teaching staff.
- 3.2** This policy applies to students enrolling in ICAN Learn higher education training courses.

### **4. Commencement of the policy**

- 4.1** This Policy will commence from 1st January 2017.

### **5. Policy review**

- 5.1** This policy will be reviewed annually from the time of commencement

### **6. Training and Assessment Strategy Development Procedure**

- 6.1** In the development or annual review of Training and Assessment Strategies, the Business and Sector Development Manager shall ensure that:
- 6.1.1** Target groups and industry are consulted to identify training needs and specific learner needs.
- 6.1.2** Target groups and industry are consulted to identify specific competency requirements.
- 6.1.3** Training and assessment materials designed and or produced by ICAN Learn or by other organisations on behalf of ICAN Learn, are consistent with the requirements of the modules or units of competency in VET accredited courses, training package qualifications or units of competency and where specified.

- 6.1.4** ICAN Learn's management determines the **amount of training** they provide to each learner with regard to:
- a) the existing skills, knowledge and the experience of the learner;
  - b) the mode of delivery; and
  - c) where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification.
- 6.1.5** Sufficient and appropriately qualified staff are employed or contracted for the delivery of each course on ICAN Learn's scope.
- 6.1.6** Language Literacy and Numeracy learning adjustments for ICAN Learn's students are within the boundaries of performance standards required in the workplace.
- 6.1.7** Training and Assessment Strategies are reviewed for adequate content with the '**Training and Assessment Checklist**' being utilised to verify content.
- 6.1.8** Key stakeholder feedback is utilised in the annual review of ICAN Learn's Training and Assessment Strategies.
- 6.1.9** Assessment Validation Audit and moderation summaries and findings are considered in the annual review of ICAN Learn's Training and Assessment Strategies.
- 6.1.10** All ICAN Learn staff will implement reviewed training packages and VET accredited courses within the required 12 months of their publication release on Training.gov.au updating all relevant course material documentation.

## 7. Pre Assessment Check procedure

- 7.1** Prior to each assessment event ICAN Learn's training staff must review assessment tools required for the assessment event applying any necessary adjustments.
- 7.2** ICAN Learn's staff shall apply the '**Quality Assurance Checklist**' to their relevant course delivery preparation where updates have been affected through the Transitioning from superseded training package qualifications/units of competency or VET accredited courses.
- 7.3** ICAN Learn training staff must adopt adjustments applied to Training and Assessment Strategies as required by ICAN Learn's management and adapt relevant aspects of their assessment approaches, process and tools in accordance with Assessment System reviews.
- 7.4** ICAN Learn's training staff should ensure that each delivery of training and assessment is conducted with adequate resources and equipment and that any

shortfall is identified and remedied prior to the commencement of classes (refer to '**Resource Review Report**').

- 7.5** ICAN Learn's Management shall review all stakeholder feedback to ensure that all of ICAN Learn's assessments are conducted with adequate staff and facilities and that resources are provided to meet student needs within the training and assessment services of ICAN Learn.