



TYPE OF DOCUMENT:	POLICY
TITLE:	FLEXIBLE DELIVERY
DOCUMENT NUMBER:	POL18
VERSION NUMBER	2.0

POLICY STATEMENT

Perth Boat School is committed to flexible learning options for students to accommodate diverse various learning styles and needs.

Perth Boat School will ensure that:

- * **Courses are offered with appropriate processing in place for correspondence learning, taking into account safety issues;**
- * **courses are offered with multiple assessment options**
- * **flexible learning options are in accordance with the relevant industry, safety and terrorism laws.**

FLEXIBLE DELIVERY

1.0 INTRODUCTION

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF 2007). As such, Perth Boat School is required to provide students with flexible learning and assessment options. Perth Boat School is committed to providing the best practice, professional products and services to its clients and acknowledges it can only succeed in this with effective and efficient quality processes.

2.0 POLICY PRINCIPLES:

2.1 Principles

Flexible Delivery Modes

- o Perth Boat School supports flexible delivery modes for all courses being offered.
- o Flexible delivery supports the Access and Equity policies and procedures implemented at Perth Boat School.
- o Perth Boat School flexible learning options will include:
 - Face to face delivery -
Delivery mode will be in classroom format with a trainer.
Sessions will be structured on a daily basis and assessment will be conducted in a supervised environment.
 - Correspondence –
All courses will be available by correspondence.



Participants may enrol and then have learning resources forwarded to them.

Learning is self-paced with ongoing support from Perth Boat School.

Assessment requires demonstration of application of skills in the workplace.

- Online learning –
All courses will be available via online learning portal.
Participants may enrol and have learning resources available to them via a learning platform.
Learning is self-paced with ongoing support from Perth Boat School.
Assessment requires demonstration of application of skills in the workplace.

Workplace Training

- Perth Boat School will negotiate with the student and the workplace management, to ensure appropriate arrangements for the confidential treatment of workplace information, and interactions with the workplace.
- Perth Boat School will ensure that where the student uses evidence from their workplace as demonstration of their competence that the student obtains prior approval from the workplace management for the information/documentation to be taken from the workplace and provided as evidence to Perth Boat School for assessment.
- Perth Boat School will advise students that all confidential information (such as names, addresses) can be removed from assignments and that fictitious names could be used instead.
- Perth Boat School will also ensure that should site visits be required for training and assessment that Perth Boat School representative is aware of the privacy, confidentiality and commercial sensitivity of the business.
- Perth Boat School will ensure it has permission from the workplace management for the conduct of training and assessment in the workplace environment.
- Perth Boat School will ensure that students will be informed of any requirement to interview workplace managers, colleagues or clients, and that this is approved by those parties involved.
- Perth Boat School will ensure the confidentiality of individuals who may be involved in any workplace interviews, such as managers, colleagues and clients.

3.0 SUPPORTING DOCUMENTATION

Perth Boat School documentation which supports the implementation of this Policy includes:

- F18_01 Workplace Training and Assessment approval
- F18_02 Training Plan