Learning and Assessment Strategy

AQF Qualification Level:	**Level IV**
Program Title:	Xxx
Unit/s of Competency	This training program incorporates the following units of competency from the xxxxxxxxxx Training Package: • (Unit Code/s) : (Unit Name/s) (Core /Elective Unit) Upon successful completion of this program, participants will receive a Statement of Attainment for these units of competency
Program Duration:	(x) days / hours (xx nominal learning hours total)
Program Pre-requisites:	There are no pre-requisites for this program.
Program Co-requisites:	There are no co-requisites for this program.
Program Objectives:	At the end of this session participants will the necessary knowledge and skills to: • xxx • xxx
Program Content:	The following content is covered in this training program: • •
Number of Participants:	Maximum: **15** Minimum: **10**
Trainer Competencies:	To conduct training in this unit of competency the trainer must be a The RTO contract trainer in this unit/s of competency. Trainers must therefore hold the following competencies: ♦ Certificate IV in Training and Assessment or Certificate IV in Assessment and Workplace Training, **and** ♦ Vocational competencies of this unit to at least the Certificate IV level.

Assessor Competencies:	To conduct assessment in this unit of competency the assessor must be a REIWA endorsed assessor in this unit/s of competency. Assessors must therefore hold the following competencies:

- *TAAASS401A Plan and organize assessment*
- *TAAASS402A Asses competence*
- *TAAASS404A Participate in assessment validation*

competencies from the Certificate IV in Training and Assessment, **and**

- Vocational competencies of this unit to at least the Certificate IV level.

Participant Target Groups:	Typically participant will consists of …(experience, work contexts, previous training, backgrounds etc..)

Training Resources:	General: Participant Manual Handouts ?? Evaluation Sheets PC with MS Powerpoint Software & CDROM drive LCD Projector & screen MS Powerpoint presentation File Videos?? (which ones) Television and Video recorder Whiteboard & Eraser Overhead Projector & Screen Butchers Paper Artline 100 Whiteboard Markers (various colours)	Technical: Agency specific procedures/ documents

Training Modes and Strategies	Various instructional methods are employed for the delivery of this program, including Off/on the job, online learning, and distance/correspondence learning.

Off/on the job:

Delivery modes include, but are not limited to:
- trainer presentations,
- audio/visual presentations,
- demonstrations,
- group participation,
- individual and group activities,
- skills practices and role plays,
- individual training using projects.

Online learning: (under development)

This is a form of self-paced distance learning where the participant gains access to all learning and assessment resources via a web based student portal, including participant workbooks, assessment materials, participant handbook, video taped training sessions, additional notes, PowerPoint presentations etc. Trainers are able to communicate with participants either on a one-on-one basis or through the use of the noticeboard, where additional information can be provided to participants. Participants can also

have access to "chat" with other participants or trainers, for networking and learning support purposes.

Distance/correspondence: (under development)

This is a self-paced mode of learning, where participants are provided all learning and assessment resources via the postal service. Participants learn at their own pace and have access to and support from trainers via telephone and email. Once participants have completed their learning and assessments they forward their completed assessments back to The RTO for judgement on competency.

Assessment Strategies:	Assessment of participants on completion of this program includes: ♦ Written / Verbal Tests ♦ Simulations ♦ Role plays/skills practices ♦ Case studies ♦ Direct Observation ♦ Work performance ♦ Supplemental evidence ♦ Skills Recognition ♦ Workplace projects ♦ Assignments ♦ Workplace products.
Evaluation:	Evaluation of this module uses several methods: ♦ Level One – Participant, trainer, candidate, and assessor evaluation forms. ♦ Level Two – Assessment resources ♦ Level Three – Industry feedback Also see validation processes below.

Assessment Validation Processes:	Assessment processes, tools, judgements and evidence will be validated immediately after the completion of the first program. Thereafter, validation will be undertaken annually.
	
	The processes used to validate assessment in this program are:
	
	• Director The RTO meets with representatives from enterprise clients on an annual basis to check the performance standards required in the program are consistent with industry practice.
	
	• Director The RTO convenes an annual moderation meeting attended by assessors, and industry experts to confirm that the following requirements are covered:
	
	    o Unit of competency
	    o Rules of evidence
	    o Principles of assessment
	    o Dimensions of competency
	    o Access and equity
	
	• Director The RTO convenes an annual meeting of an assessment panel, comprising subject specialists in xxxxxxxxxxxxxx to review the use of the evidence-gathering tools, evidence gathered and judgements made.

Pathways	All participants are informed of pathways for their competencies prior to enrolment and at the commencement of the program. This is provided in marketing materials and participant resources.