

PP1 – Training and Assessment Strategy Policy

1. Purpose

This policy ensures that all training and assessment strategies (TAS) developed and implemented by AEATS are aligned with the training package requirements, industry expectations, and the Australian Qualifications Framework (AQF). It ensures compliance with Outcome Standards - Quality Area 1: Standard 1.1, 1.3, 1.4, and 1.8 of National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 and AQF.

2. Scope

This policy applies to all accredited training products on AEATS scope of registration and to all staff involved in the design, delivery, assessment, and support of training programs.

3. Definitions

Term	Definition
Training and Assessment Strategy (TAS)	A formal document that outlines how a qualification or accredited course will be delivered and assessed. It includes training structure, delivery mode, volume of learning, resources, industry engagement, and assessment methods.
Training Package	A nationally endorsed set of qualifications, units of competency and assessment guidelines that describe the skills and knowledge required for work in a specific industry.
Assessment	The process of collecting evidence and making judgements on whether competency has been achieved, to confirm whether a learner can perform to the required standard.
Volume of Learning	The notional duration of all activities required for achievement of the learning outcomes, including structured learning, self-paced study, and assessment.
Amount of Training	The component of the volume of learning that is delivered by the RTO. This includes supervised learning and instruction but excludes unsupervised study or homework.
Delivery Mode	The method of providing training to learners. Common modes include face-to-face, online, blended, and workplace-based delivery.
AQF (Australian Qualifications Framework)	The national policy for regulated qualifications in Australian education and training, outlining levels of learning outcomes and qualification types.

Term	Definition
NVR Registered Training Organisations	NVR Registered Training Organisations are training providers that are registered with the Australian Skills Quality Authority (ASQA) under the National Vocational Education and Training Regulator Act 2011 (NVR Act).
Assessment Validation	A quality review process where assessment tools, processes, and outcomes are checked to ensure consistency, fairness, and compliance.
Industry Engagement	Structured and documented consultation with employers and industry representatives to ensure training and assessment aligns with workplace needs.
Cohort Characteristics	Specific traits or needs of a student group such as LLN levels, digital literacy, prior knowledge, or cultural background that affect delivery.

4. Legislative Reference

- National Vocational Education and Training Regulator Act 2011
- Outcome Standards for RTOs 2025 – Standards 1.1, 1.3, 1.4, 1.8
- Australian Qualifications Framework (AQF)
- Training Package and accredited course requirements
- ASQA Guidelines and Compliance Requirements

5. Policy Statement

The RTO will maintain a Training and Assessment Strategy for each training product on its scope of registration. Each TAS will be developed in consultation with industry and comply with regulatory requirements to ensure structured, valid, and reliable training and assessment. The TAS will outline the training structure, delivery modes, resources, assessment methods, and validation strategies. Facilities and resources must be industry-relevant, safe, and accessible to all learners.

6. Procedure – Step by Step

Step	Action Description	Responsible Person	Timing
1	Conduct a comprehensive review of the training package including core and elective units, assessment conditions, Training and assessment resources, Volume of learning and amount of training. Cohort requirements, entry requirements, license requirements (if relevant), work placement (if relevant) and AQF alignment.	Compliance Manager	Before adding or updating training product

2	Develop TAS considering structure, delivery mode, learning outcomes, and assessment methods aligned with AQF volume of learning, training package and cohort requirements.	Managing Director/ Compliance Manager	Prior to program delivery
3	Consult with industry representatives to ensure alignment with workplace expectations.	Trainer/Assessor & Compliance Manager	Prior to program delivery & at least annually or when TAS is reviewed
4	Review and validate TAS for compliance by reviewing checklist.	Compliance Manager	Pre-delivery
5	Approve TAS.	Managing Director	Once per TAS review
6	Store TAS in document management system and provide access to trainers.	Compliance Manager	Immediately after approval
7	Ensure trainers and assessors are briefed on TAS content, structure, and delivery responsibilities.	Compliance Manager	Prior to delivery commencement
8	Monitor delivery and assessment against TAS through regular classroom observations and student feedback.	Compliance Manager	Quarterly
9	Review TAS annually or upon training product update, industry feedback, or delivery issues.	Compliance Manager	Annually or as needed

Annual TAS Review

AEATS will conduct a formal Annual Review of every Training and Assessment Strategy (TAS) for each qualification on its scope of registration. This review ensures the TAS remains compliant with:

- Standards for RTOs 2025 (Outcome Standards 1.1, 1.3, 1.4, 1.8)
- AQF Guidelines
- Training package and accredited course updates
- National Code 2018 – Standards 8.18–8.20 (CRICOS courses)
- ASQA guidance and current audit expectations

Key Objectives of Annual TAS Review

- Confirm ongoing alignment with unit packaging rules, AQF level, and volume of learning
- Ensure industry engagement informs structure, assessment, delivery, and work placement (if applicable)
- Validate cohort characteristics and whether adjustments are required
- Check trainer/assessor qualifications are up to date and match TAS expectations
- Review mode of delivery, especially compliance with CRICOS limits on online delivery
- Identify any changes needed based on student feedback, validation, complaints or audit findings
- Record findings and actions in the TAS Review Checklist and CI Register

Annual TAS Review Procedure

Step	Action	Responsible Person
1	Retrieve the latest training package details and qualification packaging rules	Compliance Manager
2	Compare current TAS content with regulatory standards and recent internal/external audit findings	Compliance Manager
3	Review student outcomes, enrolment trends, course progress, and completions	Managing Director /Compliance Manager
4	Engage with at least two industry representatives and record feedback on training relevance	Trainer/Assessor & Compliance Manager
5	Review delivery resources, facility access, and assessment tools	Trainer/Assessor
6	Update TAS if required, guided by the TAS Review Checklist	Compliance Manager
7	Submit revised TAS to Managing Director for approval	Compliance Manager
8	Save the updated TAS in the secure document management system and notify relevant trainers	Compliance Manager
9	Log outcomes and changes in the Continuous Improvement (CI) Register	Compliance Manager

7. Related Documents

- Training and Assessment Strategy (TAS) Templates
- Industry consultation form
- Trainer/Assessor Matrix
- Validation policy and Procedure
- TAS Review Checklist