Title: **TRAINING AND ASSESSMENT POLICY**
Document ID: **TR008**
Edition No: **6**
Release date: **12/02/2025**

CLB Training and Development Pty Ltd as The Trustee for the
CLB Unit Trust trading as
Spectra Training Australia   TOID 21356

Humanagement Pty Ltd trading as
Print Training Australia
TOID 40122

Training and Assessment Policy

1.   Policy

Spectra Training Australia (Spectra) and Print Training Australia (PTA) shall ensure that the delivery and assessment of Nationally Recognised Training, including Recognition of Prior Learning (RPL), complies with all aspects of the VET Quality Framework including the Standards for Registered Training Organisations (RTOs) 2015 and relevant state funding requirements.

2.   Purpose

This policy and its related procedures shall ensure that Nationally Recognised Training and accredited courses on Spectra's and PTA's scope of registration are delivered and assessed in accordance with the Vocational Education and Training (VET) Quality Framework and are designed, developed and executed to the highest possible standards so as to benefit all participants.

3.   Responsibility

3.1   National Training Manager is responsible for compliance with this policy.

4.   Definitions

4.1   **Training** is the process of facilitating learning and the acquisition of competencies.

4.2   **Assessment** is the process of gathering evidence to demonstrate competence within a defined set of skills and knowledge, and making judgments on whether competency has been achieved. These groups of skills and knowledge are contained within Units of Competency (competency standards) in nationally endorsed training packages along with assessment guidelines.

4.3   **Skills Recognition** is the process of equating an individual's existing competency to the unit outcomes of the qualifications offered by Spectra and PTA, and includes Recognition of Prior Learning and Credit Transfers.

4.4   **Unit of competency** means the specification of the standards of performance required in the workplace as defined in a training package.

4.5   **Training Package** means the components of a training package endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages. The endorsed components of a Training Package are: units of competency assessment requirements (associated with each unit of competency) qualifications and credit arrangements. The endorsed components

form part of the requirements that Spectra and PTA must meet under these Standards. A training package also consists of a non-endorsed, quality assured companion volume/s which contains industry advice to RTOs on different aspects of implementation.

4.6 **Trainers** are persons who facilitate learning and the acquisition of competencies in relation to the training product on the Spectra's and PTA's scope of registration. They provide training in accordance with clauses 1.13, 1.14, 1.15 and 1.16 of the Standards for Registered Training Organisations (RTOs) 2015.

4.7 **Assessors** are persons who check and evaluate participants' skills and knowledge in relation to the requirements of the training product on the RTO's scope of registration.

4.8 **Training and assessment strategies** are the approach of, and method adopted by, Spectra and PTA with respect to training and assessment designed to enable learners to meet the requirements of the training package or accredited course. These identify the proposed target groups, delivery and assessment methods, assessment validation processes and learning pathways for each Training Package Qualification or accredited training program. Training and assessment strategies have been developed for each training program within the scope of registration of Spectra and PTA and for training programs that are the subject of an application for registration or extension to scope of registration.

4.9 **Reasonable adjustment** (of assessment tasks) ensures characteristics and circumstances such as having a disability; carer responsibilities; cultural or religious obligations; being Indigenous; or having English as a second language that may result in a student requiring reasonable adjustments for some or all of their assessments is catered to. Reasonable adjustment describes the actions or changes which will enable a student to participate on the same basis as other students. Reasonable adjustments to the way in which evidence of performance is gathered should not alter the expected performance standards.

4.10 **Distance learning** covers ways in which training can be provided by an RTO remotely to a student, without face-to-face contact at a site. It also includes 'online learning', 'e-learning' and 'blended learning'.

5. Guidelines

5.1 VET Quality Framework – comprises of the following:

   a) the Standards for RTOs;
   b) the Australian Qualifications Framework;
   c) the Fit and Proper Person Requirements;
   d) the Financial Viability Risk Assessment Requirements;
   e) the Data Provision Requirements

5.2 TRAINING AND ASSESSMENT STRATEGIES

Spectra and PTA will develop documented training and assessment strategies for all nationally recognised training that;

- detail at a macro level, the qualification, units of competence and methods for training and assessment
- are developed in consultation with clients and/or industry
- allow for reasonable adjustment
- are readily accessible to all relevant staff
- are systematically reviewed and updated
- ensure compliance with training package rules and requirements
- provide a guide for the development and delivery of the training and assessment

5.3 TRAINING AND ASSESSMENT ENVIRONMENT

Spectra and PTA will comply with all laws relevant to the operation of the training premises including occupational/workplace health and safety and fire safety regulations and ensure that the training premises are of adequate size and have adequate heating, cooling, lighting and ventilation.

Spectra and PTA will ensure that training facilities, assessment venues, equipment and other resource materials are adequate and appropriate for the qualifications being delivered and assessed.

Training and assessment will, whenever possible, be workplace based. However, in some circumstances the following may apply:

Simulation

It is not intended for Spectra or PTA to provide simulated workplace environments, however as demonstrations are an important part of being able to determine that knowledge and skills have been applied it may be necessary for scenarios to be developed, and tasks included in the assessment instruments.   These scenarios will provide the opportunity for the Trainer/Assessor to observe the participant performing these tasks. These scenarios will need to be completed in the presence of the Trainer/Assessor to record the details of the demonstration, indicating the specific task/s performed and the information on how competency was demonstrated for each item an observation checklist, including any contextualisation and/or instances of unsatisfactory performance. Participants will be provided a scenario for any scenarios/observation task and will need to participate in a role play based on the scenario provided to address the necessary criteria. When required the assessor may participate in the role play.

<u>Distance Learning</u>

In certain circumstances it may be necessary to provide distance training/assessment. This occurs when the participant and the trainer/assessor, or information source, are not physically present in a traditional classroom/workplace environment. Information is relayed through technology, such as discussion boards, video conferencing, and online assessment, and the arrangement for video recording of observations of tasks to be utilised. If access to work sites are limited or not available, then the use of technology maybe the best option available. There are many platforms available to assist participants to interact with the trainer/assessor to progress their qualification. Some of these platforms are, Microsoft team, Zoom, Skype and Blackboard. The type of platform utilised could depend on what the participant is able to access from their workplace. Opportunities for distance learning are important to view as options when workplace sites are remote or due to WHS issues travel is not possible. Distance learning is dependent on preparedness, technology tools, and overall participant support infrastructure and provides the methods for participants and trainers to remain connected, engaged and progress effectively through a qualification.

5.4   CLUSTERED DELIVERY AND ASSESSMENT

Spectra and PTA shall ensure that units of competency are clustered to best reflect activities typically undertaken by participants and to afford participants the optimum opportunity to develop, then assess competence and the related skills and knowledge in a real- work and real-life manner.

These training and assessment clusters will be thematic and will ensure all content is covered adequately and appropriately and that assessment requirements and tasks are not duplicated unnecessarily.

5.5   ASSESSMENT

Trainers/ Assessors check participant competence using a variety of assessment tools/instruments and methods. All tools/instruments and methods will be designed and developed to ensure that they comply with the Principles of Assessment, that is to say they shall be:

• Fair
• Valid
• Reliable
• Flexible

Additionally, the rules of evidence shall be applied to ensure that all evidence gathered in order to make a determination of competence, shall be:

• Reliable
• Valid

- Current
- Authentic

In all instances, only assessment tools/instruments and methods that have been developed as stipulated in the relevant training and assessment strategy shall be used, with reasonable adjustment being afforded to participants with special needs.

5.6 ASSESSMENT METHODS

Assessment methods will typically include:

- Projects or Assignments
- Observation (of Demonstration)
- Written and Oral Questions
- Case Studies and Scenarios
- Supervisor Reports (to be used as supplementary evidence only)
- Portfolio of Evidence (RPL)

5.7 NUMBER OF ATTEMPTS

If a participant is unable to demonstrate competence at a given time, they will have the opportunity to be re-assessed up to, but not exceeding two (2) times. If, on the second attempt, competency has not been achieved, the participant will be deemed 'not yet competent' and will be required to undergo additional training. Only after completion of this additional training will the Participant be re-assessed.

5.8 ON-THE-JOB VERIFICATION

Spectra and PTA shall ensure employer mentors, particularly supervisors, are involved in the monitoring of participant's progress towards competence.

This is usually achieved via regular communication and discussions between Spectra and PTA trainers/assessors and mentors/supervisors on site. Evidence of these communications are typically retained in one or multiple of the following formats:

- Supervisor/Third Party Reports
- Project Verification (completed project work signed off by supervisors)
- Competency of each unit on the Training Plan sign off by supervisors (NSW only)
- Log of Training Records related to units of competencies sign off by supervisors (QLD only)

5.9 REASONABLE ADJUSTMENT

Assessment practices will be inclusive and supportive of equity principles. Reasonable adjustments may be made to assessment tasks or methods, to minimise disadvantage to individuals or groups, however, these adjustments will not compromise the integrity of the competency standard.

5.10   AUTHENTICATION OF ASSESSMENT

Spectra and PTA will build authentication processes into all assessment processes, including declaration by participants for all submitted written and project work.

5.11   ASSESSMENT DECISION

On completion of each individual assessment task, the 'task' will be deemed to be either:

- Satisfactorily completed, or
- Unsatisfactorily completed

All assessment tasks will accumulate to a final assessment outcome for each individual unit of competency and this final judgement of competence will be recorded as:

- C – Competent, or
- NYC – Not Yet Competent

All assessment 'tasks' must be completed satisfactorily for the participant to be deemed competent and the final assessment decision will be communicated to the participant no more than 7 days following marking, unless otherwise agreed.

5.12   ASSESSMENT APPEAL

If a participant seeks to appeal an assessment outcome they can do so in accordance with the Assessment Appeals Policy and Procedure, using the Appeal Form which can be found on the Spectra and PTA websites.

5.13   RE-ASSESSMENT CONDITIONS

Re-assessment may occur at any time after the initial assessment task was deemed unsatisfactorily completed and shall be arranged between the Assessor and the participant to ensure conditions are consistent with the original assessment.

6.   Related Documents

QR002 Quality Assurance, Continuous Improvement and Compliance Policy and Procedure
QR105 Scope of Registration Management Policy and Procedure
TR007 Assessment Appeals Policy and Procedure
TR012 Skills Recognition Policy and Procedure
TR013 Trainer Supervision Policy and Procedure
TG003 Trainer/Assessor Handbook
TR003 Assessment Appeal Form

7.   Review

7.1   24 months from release date or as required.

Amendment Schedule

7.2   This table detailing any "Corrected" (new release date) or "Changed" (new edition number) made to the controlled document between review dates.

Date	Modification	Detail	By
8/08/2013	Changed	General updates: position title changes, new or revised related procedures	General Manager – Training Solutions
14/08/2015	Changed	Update to new standards for RTOs	Operations Manager
5/01/2017	Corrected	Update to reflect current position titles	General Manager – Educational Support
16/04/2018	Corrected	Update to reflect current professional titles defined Reviewed the process with Training Manager	Compliance Manager
25/02/2020	Changed	Created this version co-branded with both Spectra and PTA Remove the Related Standards section Combine Amendment Schedule with Review section Added definition of Assessors Included simulation and remote learning	National Training Manager and Compliance Manager
11/09/2020	Corrected	Minor grammatical and wording changes Corrected numbering in Section 5	Training Coordinator
12/02/2025	Updated	Updated to reference clause 1.15 of the Standards for RTOs 2015	Group Compliance Manager