

Wyndham Community and Education Centre Inc

Policy and Procedure

| | |
|--------------------|--|
| Policy name | Delivery and Assessment in Vocational Education & Training (VET) Policy and Procedure |
| Responsible person | RTO Manager / VET Coordinator |
| Staff involved | Trainers and Assessors, Compliance and Reporting Team, Admin Team |
| Review dates | Approved: 25 November 2024 Review Date: 2025 |

Policy

Wyndham Community and Education Centre Inc (Wyndham CEC) is a community based Learn Local provider and a Registered Training Organisation (RTO).

Wyndham CEC's Vision, Mission and Strategic Plan all emphasise the importance that the organisation places on quality teaching and learning. Wyndham CEC's mission includes a commitment to being a leader in educational programs and services for the Wyndham community by offering programs that provide opportunities that lead to further education and employment pathways, enhance well-being and improve quality of life. Wyndham CEC's Strategic Plan includes strategic goals which outline the critical value Wyndham CEC places on teaching and learning for all students and practitioners.

This policy covers the following Vocational Education and Training (VET) qualifications at Wyndham CEC:

- (22523VIC) Certificate I in Employment Pathways
- (CHC22015) Certificate II in Community Services
- (BSB20120) Certificate II in Workplace Skills
- (BSB30120) Certificate III in Business
- (CHC30121) Certificate III in Early Childhood Education and Care
- (CHC50121) Diploma of Early Childhood Education and Care

For selection, enrolment & induction of students in VET programs, see *Student Selection, Enrolment & Induction (VET) Policy & Procedure*.

This document was accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 25/11/2025 and supersedes all previous versions.

Version: 2024v1 Document number: 404

Page 1 of 8

G:\Policies\Delivery\Delivery Assessment VET 2024v1.docx

Wyndham Community and Education Centre Inc

Policy and Procedure

Procedures

Training & Assessment Strategies

- Strategies for training and assessment meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry (AQTF Standard 1.2)
- A Training and Assessment Strategy (TAS) is developed for each VET program prior to commencement. The TAS outlines how the qualification, or selected units from a qualification offered as a program, will be delivered and assessed.
- TASs are developed by the VET Coordinator, using the Wyndham CEC template, in consultation with their Manager, trainers, and feedback from industry and previous students.
- All TAS documents developed at Wyndham CEC include:
 - Qualification details, including packaging requirements
 - RTO information, including entry requirements
 - Industry consultation
 - Description of the student cohort, including learner needs
 - Delivery arrangements, including mode, duration, rationale and schedule
 - Assessment arrangements, including evidence requirements, methods of assessment, adjustments
 - Resources required
 - Evidence of continuous improvement and program evaluation including validation, moderation and quality assurance
 - Certification (including Statements of Attainment) / issuing of qualification information
 - Pathways
 - Teacher/Trainer and assessor details

Program Planning

- Planning takes into account
 - Validation of previous programs
 - Funding body requirements
 - Industry consultation
 - Feedback from trainers and students, including Program Feedback

This document was accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 25/11/2025 and supersedes all previous versions.

Version: 2024v1 Document number: 404

Page 2 of 8

G:\Policies\Delivery\Delivery Assessment VET 2024v1.docx

Wyndham Community and Education Centre Inc

Policy and Procedure

- Analysis of numbers of students in previous programs and projected demand for future programs.
- Following the above, trainer allotments and scheduling of classes occurs. Facilities and resources are sourced in accordance with AQTF standard 1.3.

Program Commencement

- Trainers are provided with a Training & Assessment Strategy (TAS), timetable and class roll.
- Trainers are informed, via the student's Training Plan, of any student needs, issues or medical conditions.
- All trainers are provided with information which outlines critical documents required in VET training packages.
- All relevant documents for delivery and assessment of VET training packages can be located on Wyndham CEC's content management system, SharePoint.

Delivery

- All students enrolled in accredited training will receive a Training Plan (TP) outlining all information relating to the units of competency to be delivered and assessed. This plan will be customised for students at the pre training assessment interview (see Training Plan Procedure).
- To be awarded a qualification from a VET training package, students must successfully complete all core and elective units selected in the TAS (and TP).
- Delivery and assessment is conducted by trainers who meet the requirements of AQTF Standard 1.4 and VRQA Guideline 3 and any requirements of the relevant VET training package.
- Trainers delivering VETDSS programs on secondary school sites may be required to obtain Permission to Teach (PTT VET) from the Victorian Institute of Teaching (VIT).
- The RTO Manager will ensure that staff who deliver the VET programs are aware of all related policies, procedures and documentation including information on the VET training package.
- This will ensure training staff have the information to deliver training that meets the qualification requirements.
- All VET staff are expected to attend regular meetings as organised by the RTO Manager and VET Coordinator.
- All staff are required to participate in Validation & Moderation activities as per Wyndham CEC's *Validation, Moderation and Quality Assurance Policy and Procedure* and according to the units they deliver and assess.

This document was accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 25/11/2025 and supersedes all previous versions.

Wyndham Community and Education Centre Inc

Policy and Procedure

- Student attendance and conduct will be monitored throughout the year. The *Student Code of Conduct* clearly outlines expectations in relation to conduct in the education programs.
- Wyndham CEC expects attendance to all timetabled classes and activities.

Assessment

- Wyndham CEC's assessment procedures are based on the following principles:
 - to provide quality training and assessment across Wyndham CEC operations
 - to comply with the Assessment Guidelines included in nationally endorsed Training Packages or the assessment requirements specified in relevant curriculum documents
 - to comply with relevant regulatory or funding requirements of the Skills First program
 - to comply with the principles of flexibility, validity, reliability and fairness all reflected in the Training and Assessment Strategy
 - to involve the evaluation of sufficient, valid, authentic and current evidence to enable judgements to be made about whether competency has been attained
 - to be equitable for all persons, taking into account cultural and linguistic needs
 - to inform applicants about the context and purpose of the assessment and the assessment process
 - where relevant, to focus on the application of knowledge and skill to the standard of performance required in the workplace
 - to provide feedback on assessments to the applicant about the outcomes of the assessment process and guidance on future options
 - to provide for reassessment as required
- Assessments are conducted by trainers and assessors with qualifications which meet the requirements of the training package / accredited curriculum and the requirements of the AQTF Standard 1.4 and VRQA Guideline 3 that require trainers and assessors to:
 - have the training and assessment competencies determined by the Australian Industry Skills Committee (AISC) or its successors
 - have the relevant vocational competencies at least to the level being delivered or assessed
 - continue to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competencies to support continuous improvements in delivery of RTO services

This document was accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 25/11/2025 and supersedes all previous versions.

Wyndham Community and Education Centre Inc

Policy and Procedure

- ensure all units in the VET Training package qualifications are assessed by those with Certificate IV Training and Assessment qualifications or above

Trainers who do not have the required qualifications may be able to go into a supervision arrangement. For full details in relation to supervision arrangements see Wyndham CEC's *Training and Assessment Supervision Policy and Procedure*. Unqualified trainers are unable to form judgments of competency in assessment.

- Assessment is conducted as outlined in the TAS.
 - Wyndham CEC assesses learner outcomes by collecting evidence about the performance of students and making a judgement on whether the students have met all the required learning outcomes according to the rules of the training package.
 - at Wyndham CEC, evidence is anything that supports the claim that a student has achieved a learning outcome. The TAS and associated delivery documents, outline the types of evidence that can be collected. It lists the rules of evidence - valid, sufficient, authentic and current and details the assessment processes and tools which satisfy the principles of assessment - validity, reliability, flexibility and fairness.
 - to be deemed Competent in a unit of competency, a student must satisfy all assessment criteria for that unit. Each assessment task will be assessed as 'S' (satisfactory) or 'NS' (not satisfactory). After work has been submitted and assessed, teachers are required to provide feedback on assessment results to all students.
 - students should discuss any issues they may have regarding assessment with their trainer and/or the VET Coordinator. A student may formally request a review of an assessment decision following the process described in the *Compliments, Complaints and Appeals Policy & Procedure*.
 - a delay of satisfactory completion can occur if a student misses too many classes or the work presented does not meet requirements in accordance with assessment guidelines for the accredited training package. Staff will work with students who are assessed as Not Yet Competent (NYC) and provide opportunities to satisfactorily complete assessments to achieve a Competent (C) result where possible.
Wyndham CEC has a procedure for *Establishing and Applying Decisions for Satisfactory Completion (including Delay of Satisfactory Completion and Reasonable Adjustment in Assessment)*.
 - Reasonable adjustments in assessment can be made to meet the needs of individual students. This includes factors such as learning styles, physical or intellectual ability, language, literacy and numeracy levels, cultural background or socio-economic factors.

This document was accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 25/11/2025 and supersedes all previous versions.

Wyndham Community and Education Centre Inc

Policy and Procedure

- Authentication of assessment is the process of ensuring that the work submitted by students has actually been completed by them. Students demonstrate authenticity through regular attendance, by completing class activities and by acknowledging any resources used in their work. Students must not receive undue assistance from any other person in the completion of assessment tasks. This includes copying or plagiarising other work.
Wyndham CEC has introduced a standard *Student Assessment Declaration (SAD)* to be signed by the student at enrolment / commencement of their program that is in place for the duration of that enrolment.
Wyndham CEC has a *Plagiarism, Cheating and Collusion Policy and Procedure* which it follows in such instances.
- Validating and moderating the relevance and consistency of assessments and assessment judgements is critical to ensuring the assessments meet the accredited course and training package requirements.
Participation in validation and moderation is a key performance indicator on VET trainer work-plans.
Trainers delivering the VET training packages will undertake internal validation and moderation and external /consensus validation and moderation meetings at least twice a year.
Validation and moderation information will contribute to the review of TAS documents at the end of each program and feedback used in the planning for future programs.
- Wyndham CEC recognises qualifications issued by other Registered Training Organisations (RTOs). Credit Transfer is available for any previously completed accredited units. Students can also apply for Recognition of Prior Learning (RPL). Application for CT and RPL should take place during enrolment. See Wyndham CEC's *RPL Policy and Procedure* and *Recognition of Qualifications issued by other RTOs Policy & Procedure* for detailed information.
- Students enrolled in accredited training at Wyndham CEC will have 30 days from the last day of training/timetabled classes to meet all of the requirements of the program they are enrolled in. Wyndham CEC is not obliged to accept any work or assessment beyond this date.
 - Wyndham CEC has a procedure for *Establishing and Applying Decisions for Satisfactory Completion (including Delay of Satisfactory Completion and Reasonable Adjustment in Assessment)*.
 - In addition, students may apply for a 6 month extension under the Special Consideration Policy and Procedure which outlines the circumstances under which a student can apply for granting of special consideration. See Wyndham CEC's *Special Consideration Policy and Procedure* for full information. Wyndham CEC will not consider any work submitted by any students for assessment beyond six months from the last scheduled unit activity. If the student has not met these requirements they will be withdrawn and issued a Statement of Attainment.

This document was accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 25/11/2025 and supersedes all previous versions.

Wyndham Community and Education Centre Inc

Policy and Procedure

Record keeping for training and assessment

- Student files are kept securely in a locked filing cabinet and secured at head office or Wayaperri House; some student documents may be stored digitally in a secure environment, on SharePoint.
- Whilst delivery of VET qualifications is in progress, trainers and assessors retain relevant records to the program being delivered and assessed: these may include training plans, attendance records, evidence of participation and assessment tasks.
- A Final Unit Result form will be completed by the Assessor for each student enrolled in a VET training program. The FUR documents a student's competency unit by unit.
- The VET Coordinator checks assessment results prior to distribution to the Compliance & Reporting team
- As soon as assessment results are available, they are given to the Compliance & Reporting Team for entry onto Wyndham CEC's student management system, aXcelerate.
- The *Skills First Program Reporting Policy & Procedure* must be followed for students enrolled in Skills First subsidised training programs.
- For all details on procedures in relation to management of records and record keeping, please see Wyndham CEC's *Record Management & Record Keeping Policy and Procedure*.

Related Documents

Legislation:

Education and Training Reform Act 2006 (Vic), Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic), Public Records Act 1973 (Vic), Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Disability Regulations 2018, Health Records Act 2001 (Vic), Equal Opportunity Act 2010 (Vic)

Policies:

Establishing and Applying Decisions for Satisfactory Completion (including Delay of Satisfactory Completion and Reasonable Adjustment in Assessment) Procedure, Plagiarism, Cheating and Collusion Policy & Procedure, Quality Management and Continuous Improvement Policy & Procedure, Recognition of Prior Learning Policy & Procedure, Recognition of Qualifications issued by other RTOs Policy & Procedure, Record Management & Record Keeping Policy & Procedure, Skills First Reporting Policy & Procedure, Student Selection, Enrolment & Induction (VET) Policy & Procedure, Special Consideration Policy & Procedure/Application Form, Training and Assessment Supervision Policy & Procedure, Validation, Moderation and Quality Assurance Policy & Procedure, Student Selection, Enrolment & Induction (VET) Policy

This document was accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 25/11/2025 and supersedes all previous versions.

Version: 2024v1 Document number: 404

Page 7 of 8

G:\Policies\Delivery\Delivery Assessment VET 2024v1.docx

Wyndham Community and Education Centre Inc

Policy and Procedure

& Procedure, Training Plan Procedure, Compliments, Complaints and Appeals Policy & Procedure

Other:

Current Skills First Funding Contract, AQTF Essential Conditions and Standards for Continuing Registration, Training and Assessment Strategy, Continuous Improvement Register, Training Plans, Industry Consultation documents, Final Unit Result (FUR) form, Student Assessment Declaration (SAD), Wyndham CEC Strategic Plan, Skills First Quality Charter

This document was accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 25/11/2025 and supersedes all previous versions.

Version: 2024v1 Document number: 404

Page 8 of 8

G:\Policies\Delivery\Delivery Assessment VET 2024v1.docx