

THE RTO TRAINING AND DELIVERY POLICY

1 PURPOSE AND SCOPE

- 1.1 The purpose of this Policy is to ensure all training and assessment delivered by The College RTO will be compliant and meet the requirements of The Standards for RTOs (2015).
- 1.2 The RTO Training Delivery Policy applies to all qualifications and units of competency delivered by the Western Sydney University College, Registered Training Organisation (The College RTO).
- 1.3 This Policy applies to all trainer/assessors, students and clients participating in a Government Funded Training Contract or a Fee for Service arrangement.

2 DEFINITIONS

- 2.1 For the purposes of this Policy and associated Procedures, the following definitions apply:
 - 2.1.1 AQF - the Australian Qualifications Framework.
 - 2.1.2 ASQA - Australian Skills Quality Authority, the national VET regulator for RTOs.
 - 2.1.3 Qualification - accredited certification recognising the successful completion of an AQF qualification that has prepared a person for employment and/or further education and training.
 - 2.1.4 RTO - Registered Training Organisation.
 - 2.1.5 Services - training, assessment, related educational and support services and/or any activities related to the marketing or recruitment of prospective students.
 - 2.1.6 The Board – Western Sydney University Enterprises Board.
 - 2.1.7 The College – Western Sydney University Enterprises Pty Limited trading as Western Sydney University The College.
 - 2.1.8 The University - Western Sydney University.
 - 2.1.9 USI - Unique Student Identifier.
 - 2.1.10 Unit – Unit of Competency. A qualification includes of a number of units and each unit can be assessed and recognised individually.
 - 2.1.11 VET – Vocational Education and Training.

3 POLICY STATEMENT

- 3.1 The College RTO is committed to providing quality, relevant and flexible training delivery to support assessment activities in accordance with The Standards for RTOs (2015).

- 3.2 The College RTO is committed to providing students with training and assessment that meet the requirements of Training Packages and VET accredited qualifications.
- 3.3 The College RTO provides students and trainers/assessors access to relevant training delivery resources and support services.

4 PRINCIPLES

- 4.1 The College RTO ensures that it meets the RTO regulatory requirements by providing:
 - 4.1.1 Qualified and experienced trainers and assessors to deliver training and assessment within its scope of registration.
 - 4.1.2 Facilities, whether physical or virtual, and equipment to accommodate and support the number of students undertaking the training and assessment.
 - 4.1.3 Training and assessment practices which are relevant to industry needs, as identified through industry engagement and consultation.
- 4.2 All requirements are met as specified in Training Packages or VET accredited qualifications on The College RTO scope of registration.
- 4.3 Qualifications and units are offered with flexible learning approaches in line with the corresponding procedures and a student's learning plan developed by The College RTO.
- 4.4 A variety of assessment options for qualifications and units are offered to meet student requirements, inclusive of any reasonable adjustment application and amendment, that do not alter the integrity of the learning and assessment outcomes.
- 4.5 Students who self-identify as having additional learning requirements will be individually assessed and have Individual Learning Plans developed. Students can access counselling services through The College.
 - 4.5.1 The College RTO provides educational training and support services to meet the needs of different students undertaking training and assessment in line with Individual Learning Plans.
 - 4.5.2 The College RTO provides training resources to enable students to meet the requirements for each qualification or unit, which are accessible to the student regardless of location or mode of delivery.
- 4.6 Training and Assessment Strategies (TAS) are developed for all training products.
 - 4.6.1 Training delivery methods are developed with input and advice from industry experts in the development phase of training programs.
 - 4.6.2 All training and assessment is validated in accordance with the procedures, training package requirements and the Assessment Policy.
 - 4.6.3 All training and assessment delivered through a Partner Arrangement will have the relevant TAS modified to specifically cover the unique detail of the arrangement.

5 ROLES AND RESPONSIBILITIES

- 5.1 The RTO Committee is responsible for approving all proposals relating to training delivery.
- 5.2 The College RTO Director is responsible for the application of this Policy and may delegate all or part of their powers to a staff member of The College RTO.
- 5.3 The College RTO Director, or delegate, is responsible for:
 - 5.3.1 Ensuring that the outcome of each decision to determine training delivery is recorded in a systematic manner.
 - 5.3.2 Maintaining a record of precedents to facilitate the formulation of the above rules.
- 5.4 The Lead Trainer is responsible for developing proposals for training delivery in line with this Policy.

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STATUS AND DETAILS

Status	Current		
Version	1		
Effective Date	21 October 2020		
Review Date	21 October 2023		
Approval Policy	The College Senior Management Team		
Governing Authority	Western Sydney University Enterprises Board		
Endorsed by	The RTO Committee		
Unit Responsible	The College Registered Training Organisation		
Enquiries Contact	The College RTO E: rto@westernsydney.edu.au		
Available On	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>
Policy Code	POL_ACA_003		
Policy Category	Academic		
Related Documents, including Legislation/Policies/Procedures	The RTO Assessment Policy The RTO Third Party Agreements Policy and Procedure Standards for Registered Training Organisations (RTOs) 2015		

Summary of Changes from Previous Version