

## **THE RTO TRAINING AND DELIVERY PROCEDURE**

### **1 PURPOSE**

- 1.1 The Training Delivery procedures sets out the procedures for the implementation of the Training Delivery Policy.

### **2 SCOPE**

- 2.1 This procedure applies to all Trainers/Assessors, students and clients participating in a Government Funded Training Contract or a Fee for Service arrangement.
- 2.2 It applies to all courses and units of competency delivered by The College RTO.

### **3 TYPES OF LEARNING**

- 3.1 The College RTO courses are offered with flexible learning options:
- 3.1.1 Face to Face, Classroom based learning.
  - 3.1.2 Face to Face, Trainer guidance with no learning.
  - 3.1.3 Online, Trainer guidance with learning.
  - 3.1.4 Assessment only.

### **4 TRAINING LOCATIONS**

- 4.1 Training sessions will be provided:
- 4.1.1 At classrooms on a University campus; or
  - 4.1.2 Online; or
  - 4.1.3 At a contracted/approved training facility arranged by The College RTO:
    - Where training delivery is at a Western Sydney University site or other than the Western Sydney University campus, Trainers will conduct an evaluation of the facilities prior to commencing training using a standard Training Venue Checklist (see Forms) and report any issues with resource availability.
    - Prior to the commencement of training, the Trainer and Assessor will also assess the area to identify and remove hazards which could pose threat to safety of students and ensuring it is safe and conducive to learning.

### **5 PRIOR TO COURSE COMMENCEMENT**

- 5.1 The Trainer will, prior to the commencement of a course a Trainer/Assessor will undertake the following:

- 5.1.1 In all cases, trainers are required to deliver learning in accordance with the Training and Assessment Strategy (TAS) or VET package and training and assessment resources provided, giving particular attention to their functions of teaching, and managing students and the learning environment.
- 5.1.2 A Trainer/Assessor must determine that the TAS accurately reflects the current course.
- 5.1.3 A Trainer/Assessor must determine that all relevant mapping is correct as per the course to be undertaken
- 5.1.4 Determine that all resources required for training are available, where possible/required have been contextualised to meet Student/Client's needs.
- 5.1.5 Determine that a variety of assessment options are available to meet a variety of learner requirements.
- 5.1.6 Assess each students level of Language Literacy and Numeracy (LLN) and identify a Student Support Learning Plan for students who do not perform well (see Support Learning Policy).
- 5.1.7 Will be aware of students who are on Student Support Plans.

## **6 DURING TRAINING**

- 6.1 During training Trainer/ Assessors will ensure:
  - 6.1.1 All training and assessment are in accordance with training package requirements and TAS.
  - 6.1.2 Where students have self-identified as having learning requirements the Trainer/Assessor must ensure that the Students needs are being met through their Student Support Plan.
  - 6.1.3 The degree to which learning occurs depends on how the student interacts with their learning environment. The environment consists of the trainer, the training materials, other students, as well as the physical and psychological atmosphere.
  - 6.1.4 Trainers are required to guide, inspire and supervise the students so that they attain their learning outcome. Trainers are required to encourage students to be responsible for their own learning. Controlling the learning activity enables the trainer to monitor the progress of the learning experience.
  - 6.1.5 During training progress, Trainers shall monitor and report on training progress and respond to identified needs for additional learning support (see Student Support Services Policy).
  - 6.1.6 During and post-delivery, Trainers will identify opportunities for improvement and make recommendations in accordance with guidelines set out in the Continuous Improvement Policy.

6.1.7 The Trainer/Assessor will take attendance daily.

## **7 POST TRAINING**

7.1 Trainer/Assessor will give feedback on how course was coordinated and give feedback as part of continuous improvement that could be made to better the course.

## **8 RECORD KEEPING**

8.1 Records should be kept of students who require a Student support Plans SSP's will be kept on the students file on the Student Management System.

8.2 Records of all student LLN Tests will be kept on the Student Management System on the student file.

8.3 All records regardless of their format will be saved in digital format.

## **9 COMPLAINTS AND APPEALS**

9.1 All complaints and appeals should be sent in writing to The RTO Director. Please refer to The RTO Complaints and Appeals Policy for further information.

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### STATUS AND DETAILS

<b>Status</b>	Current		
<b>Version</b>	1		
<b>Effective Date</b>	21 October 2020		
<b>Review Date</b>	21 October 2023		
<b>Approval Policy</b>	The College Senior Management Team		
<b>Governing Authority</b>	Western Sydney University Enterprises Board		
<b>Endorsed by</b>	The RTO Committee		
<b>Unit Responsible</b>	The Registered Training Organisation		
<b>Enquiries Contact</b>	The College RTO E: <a href="mailto:rto@westernsydney.edu.au">rto@westernsydney.edu.au</a>		
<b>Available On</b>	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>
<b>Procedure Code</b>	PRO_ACA_003		
<b>Procedure Category</b>	Academic		
<b>Related Documents, including Legislation/Policies/Procedures</b>	The Standards RTO (2015)		

### Summary of Changes from Previous Version