

4.2.09 Flexible Learning & Assessment

Operating Policy and Procedures

1. Policy

In accordance with the requirements of the Australian Quality Training Framework (AQTF) the College shall adopt the underpinning principles of competency based training and assessment processes and provide opportunities for flexible learning and assessment.

2. Purpose

The purpose of this policy is to ensure that information on courses, qualifications and training programs provided to clients includes opportunities for flexible learning and assessment methods and to facilitate alternative methods sought by clients.

3. Responsibility

The Course Coordinator is responsible for compliance with this procedure.

4. Background

Flexible learning within the VET Sector includes the range of opportunities for course participants to acquire the required knowledge, skills and abilities to demonstrate competency standards. Under the Australian Quality Training Framework the College shall adopt key methods of training and learning strategies incorporating:

- On-the-job training and assessment;
- Combination of on and off-the-job training and assessment;
- Recognition of current competencies/recognition of prior learning; and
- Formal training.

5. Advertising

All brochures and advertising material shall incorporate details of the manner in which courses or programs are delivered under a heading "Course Delivery"

All brochures and advertising material shall incorporate details of the opportunities for recognition of prior learning under a heading "Recognition of Prior Learning"

6. Procedure - Flexible Learning & Assessment

In circumstances where a trainee or client seeks alternative methods of learning and assessment outside of existing opportunities the following shall apply:

- Arrange meeting between client and relevant trainer; or
- Arrange meeting between client and Course Coordinator.

The trainer and/or Course Coordinator shall canvass with the client the following:

- The modules / units of competency sought; and
- The reasons for alternative learning / assessment method.

Further to this information, the respective trainer and/or Course Coordinator shall discuss with the client the practicalities and possibilities of alternative learning / assessment methods taking into consideration:

- Ability to meet learning outcomes;
- Compliance with assessment guidelines for relevant modules / units of competence;
- Ability to conduct fair, valid and reliable assessment; and
- Cost.

Where an alternative learning and assessment method is to be adopted the respective trainer and/or Course Coordinator shall develop a learning and assessment plan in consultation with the client. This plan shall include information in relation to the following:

- Method of training/learning;
- Location of training/learning;
- Units of competence to be assessed;
- When assessment will occur;
- Assessment method; and
- Criteria for assessment decision.

The learning and assessment plan shall be submitted to the Course Coordinator for approval. Any amendments or adjustments identified by the Course Coordinator shall be canvassed with the client prior to any implementation.

Once approved, the plan can be implemented.

Note – A copy of the plan with a covering letter must be forwarded to the client and a copy or reference details attached to each trainee’s file.

7. Authority
Authorised by the General Manager (Public Safety)

8. Amendments

Date	Modified by	Sections amended/added	Approved by MR (if required)
27.11.09	Jodie Reeve	Name & logo changed	Minor change