



Training and Assessment Strategy Review

This document is to be completed every six months by the training manager (or delegated person).

Findings will be documented and analysed by the training manager for improvement action (if necessary), comments and recommendations will be detailed in this document. In some cases, further evidence and research may be required and this may also involve key stakeholders. The training manager will provide feedback and updates to all relevant staff and stakeholders. Corrective action record will be created to formalise action and outcomes will be detailed in management review report. The Planning Review Schedule (form PRS) details the timelines (half yearly) for completion of this process. Note that a review may be completed earlier as per the Training and Assessment Strategy Policy Procedure.

National Code: _____ Qualification Title: _____ Date of Review: _____

Participants at Review: _____

Changes to the Training and Assessment Strategy are required: YES (see below for more detail) NO

Item to be Reviewed	Comment on Review (is action required and why?)	Action Required		CAR No:
		YES	NO	
Has changes been made to the training package?		<input type="checkbox"/>	<input type="checkbox"/>	
Are units current?		<input type="checkbox"/>	<input type="checkbox"/>	
Pathways into and out of qualification, are they current and accurate?		<input type="checkbox"/>	<input type="checkbox"/>	
Are there any changes to legislation or regulation that affect the program?		<input type="checkbox"/>	<input type="checkbox"/>	
Has the AQF volume of learning been considered in the development of a clear rationale based on the needs of the learners and previous				



skills and knowledge to meet the competency requirements?				
Has the target group(s) changed?		<input type="checkbox"/>	<input type="checkbox"/>	
Are the delivery modes adequate to meet industry and training package requirements?		<input type="checkbox"/>	<input type="checkbox"/>	
Do the assessment methods adequately meet industry and training package requirements?		<input type="checkbox"/>	<input type="checkbox"/>	
Are the learner materials consistent with industry and training package requirements?		<input type="checkbox"/>	<input type="checkbox"/>	
Are the training and assessment materials being used consistently by trainers as instructed?		<input type="checkbox"/>	<input type="checkbox"/>	
Has industry and target groups been consulted to distinguish the training and learners needs? and has the outcome indicated factors that may affect the training and assessment strategy?		<input type="checkbox"/>	<input type="checkbox"/>	
Is the Language, Literacy and Numeracy process adequate?		<input type="checkbox"/>	<input type="checkbox"/>	
Is the Recognition of Prior Learning process adequate?		<input type="checkbox"/>	<input type="checkbox"/>	
Are there sufficient levels of qualified training and assessment staff to meet current demand?		<input type="checkbox"/>	<input type="checkbox"/>	
Are there sufficient levels of qualified administrative staff to meet current demand?		<input type="checkbox"/>	<input type="checkbox"/>	



Are the facilities and equipment sufficient to meet current demand?		<input type="checkbox"/>	<input type="checkbox"/>	
Is the duration of the course sufficient?		<input type="checkbox"/>	<input type="checkbox"/>	
Are the course materials current, sufficient, accurate, ethical and clearly detailed? Do they reflect what is detailed in TAS?		<input type="checkbox"/>	<input type="checkbox"/>	
Has the relevant Commonwealth and State legislation and regulatory requirements of the RTO operations and scope of registration been detailed? Has there been any amendments?		<input type="checkbox"/>	<input type="checkbox"/>	
Was there a need to develop multiple strategies where different cohorts required different approaches to delivery and/or assessment?		<input type="checkbox"/>	<input type="checkbox"/>	
Was an initial consultation completed with industry? What was the outcomes? And was it applicable to the training and assessment methods to be used?		<input type="checkbox"/>	<input type="checkbox"/>	
Did the CEO and training manager complete a final review of the TAS? What was the outcome?		<input type="checkbox"/>	<input type="checkbox"/>	
Did industry endorse the training and assessment strategy?				
Training Manager Name & Signature:	Date: ____ / ____ / 20__	Comments:		
CEO Signature:	Date: ____ / ____ / 20__	Comments:		



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