

First Aid Training & Assessment Policy & Procedure

1. Policy

- 1.1 IVET develops and implements strategies for training delivery and assessment for each training package qualification/ unit and accredited course on its scope of registration.
- 1.2 Assessments comply with the principles for competency based assessment.
- 1.3 IVET assessment processes are fair, reliable, valid and flexible. Assessment decisions are made on authentic evidence.
- 1.4 Strategies for training and assessment meet the requirements of the relevant Training Package or VET accredited course and have been developed through effective consultation with industry.
- 1.5 Staff, facilities, equipment, and training and assessment materials meet the requirements of the Training Package or VET accredited course, are consistent with training and assessment strategies and are developed through effective consultation with industry.
- 1.6 Staff, facilities, equipment and training and assessment materials are appropriate for satisfying clientele learner needs.
- 1.7 The CEO is responsible for implementing this policy and reviewing its effectiveness in providing clients high quality training and assessment services in compliance with regulatory guidelines.
- 1.8 This policy is implemented in compliance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015 Standard 1.

Procedure

2. Staffing

- 2.1 IVET ensures that training is delivered by a trainer/ assessor who:
 - possess a Certificate IV TAE40110 Training and Assessment or higher and
 - are able to demonstrate the vocational competencies at least to the level of those being delivered and assessed, and
 - have relevant current industry skills/ knowledge directly relevant to the training being delivered and assessed
 - continue to develop their VET knowledge and skills as well as maintaining their industry currency and trainer/ assessor competence
- IVET does not employ any trainers that do not hold the outlined requirements and do not allow any trainer to work under the supervision of another trainer.***
- 2.2 IVET staff members engage in professional development activities directly related to the units/ courses they deliver/ assess and directly related to education
- 2.2 IVET staff contribute to assessment validation and moderation processes and Continuous Improvement activities.
- 2.4 IVET staff members and trainers are recruited, inducted and undertake professional development activities in compliance with the Staff recruitment, Induction and Professional development policies and procedures.

3. Training Delivery

- 3.1 IVET identifies, negotiates, plans and implements appropriate learning and assessment strategies to meet the needs of each of its clients / schools and ensures we work with school son developing the best program possible.
- 3.2 IVET employs a variety of delivery and assessment strategies in accordance with training package/ accredited course requirements and client's demands. Delivery and assessment strategies indicate how courses are delivered and assessed, course duration, amount of training, clientele, entry requirements, pathways, how clients are supported, course content, delivery and assessment resources, trainer/ assessors, industry consultation completed, course development process and any relevant legislation. Risk assessments and employability skills are also included where relevant. Where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification is also calculated, indicated in Learning and assessment strategies and communicated to the learner and school.
- 3.3 IVET develops learning and assessment strategies in accordance with learner, school, industry, training package and Australian Qualifications Framework requirements. Strategies are researched, negotiated and agreed prior to implementation. Consultation and feedback is undertaken with relevant internal and external stakeholders during the process.
- 3.4 A file is created for every client. This contains: name and contact details, title of qualification, competencies, scheduled hours, timeframe for achievement, delivery mode/s, training to be undertaken, assessment details and arrangements, parties responsible for delivery, and assessment of each unit of competency, records of CT and RPL granted.
- 3.5 IVET monitors client progress in compliance with the Client support policy and procedure. Clients who are unable to complete their course in the scheduled time span may have their course extended in compliance with the client support policy and monitoring of courses activities processes.
- 3.6 The scheduled course duration may only be extended in compliance with the Client support policy and procedure and in consultation with the school.
- 3.7 IVET ensures that in developing, adapting or delivering training and/or assessment materials and services:
 - Methods used to identify learning needs, and methods for designing training and assessment, are documented;
 - The existing skills, knowledge and the experience of the learner
 - The requirements of the Training Package or accredited course are met;
 - Core and elective units, as appropriate, are identified;
 - Customisation meets the requirements specified in the relevant Training Package or, for accredited courses; including training to relevant nominal hours, and RPL/CT assessments.
 - Language, literacy and numeracy requirements develop the learning capacity of the individual and are consistent with the essential requirements for workplace performance specified in the relevant units of competency or outcomes of accredited courses;
 - Delivery modes and training and assessment materials which meet the needs of a diverse range of clients are identified;
 - Where assessment or training is conducted in the workplace, IVET negotiates the delivery and assessment strategy with the employer and learners; works with the employer to integrate any on-the-job training and assessment; and schedules workplace visits to monitor/review the training and assessment. A training Plan is also negotiated and implemented with stakeholders. (N/A at the time of developing this document)
- 3.8 IVET documents the strategies on application for registration and on extension of scope.
- 3.9 IVET validates all delivery material by mapping the content to the specifications in each unit of competency or accredited unit.
- 3.10 IVET reviews the effectiveness/ appropriateness of all learning materials annually through the Course and Industry Advisory Committee meetings and through feedback from stakeholders.

- 3.11 Feedback is analysed and amendments implemented where appropriate. The effectiveness of amendments is monitored.

4. Assessments

- 4.1 IVET assessments meet the requirements of the endorsed components of training packages and the outcomes specified in accredited courses within the scope of its registration.
- 4.2 Assessment strategies are developed in consultation with industry.
- 4.3 IVET ensures that assessment, regardless of whether through a training and assessment pathway or an assessment-only pathway:
- comply with the Assessment Guidelines included in the applicable nationally endorsed training packages or the assessment requirements specified in accredited courses
 - lead to the issuing of a Statement of Attainment or qualification under the AQF when a person is assessed as competent against nationally endorsed unit(s) of competency in the applicable training package or modules specified in the applicable accredited course
 - consider the principles of assessment, rules of evidence, access and equity principles and how processes and materials may be adjusted for special learning needs
 - provide for applicants to be informed of the context and purpose of the assessment and the assessment process
 - where relevant, focus on the application of knowledge and skill to the standard of performance required in the workplace and cover all aspects of workplace performance including task skills, task management skills, contingency management skills and job role environment skills
 - that assessment judgements are consistently made on a sound basis
 - involve the evaluation of sufficient evidence to enable judgments to be made about whether competency has been demonstrated
 - provide for feedback to the applicant about the outcomes of the assessment process and guidance on future options
 - are equitable for all persons, taking account of culture and linguistic needs; and
 - provide for reassessment on appeal
- 4.4 IVET undertakes the following assessment processes:
- Establishes the assessment guidelines in the AQF training package/ units of competency/ accredited course information
 - Establishes client needs
 - Develops learning and assessment strategies and assessment tools in accordance with guidelines and client needs
 - Plans and prepares all resources, materials, staff and equipment
 - Communicates assessment requirements to client's pre and post enrolment
 - Prepares clients for assessment
 - Administers assessments
 - Gathers appropriate evidence from the clients to make a fair, valid, reliable and consistent judgments
 - Prepares a marking guide/ model answers for trainers to employ when coming to a decision on performance /competency
 - Prepares a marking criteria for assessors to employ when coming to a decision on performance/ competency
 - Records client performance. Per assessment task -S – Satisfactory performance or U Unsatisfactory performance. Per unit – C – Competent or NYC -Not Yet Competent.
 - Provides the client with verbal and written feedback on performance on each task
 - Provides opportunities for re-assessment
 - Stores all assessment results and materials in compliance with the Records management policy.

- Reviews the assessment process and materials
- Seeks feedback from clients, employers and industry
- Provides opportunity for clients to appeal assessment decisions

5. Reassessment

- 5.1 All candidates are provided with an opportunity for reassessment when they have been assessed as “unsatisfactory” or “not yet competent” on all or part of the assessment.
- 5.2 Verbal confirmations undertaken during the initial assessment event do not constitute a “reassessment”.
- 5.3 Candidates are provided the opportunity to attempt an assessment 3 times to demonstrate satisfactory performance at each assessment task (unless the trainer deems the candidate to be causing a risk to himself/ herself or other candidates by performing assessment tasks).
- 5.4 Candidates must re-enrol in the unit and undertake the training again if they fail to demonstrate satisfactory performance in part or all of a unit after 3 attempts. This will incur a fee and will be discussed in conjunction with the school and their internal processes.
- 5.5 Candidates are permitted a period of 2 weeks past the submission date to submit late work. Approval must be sought from the trainer before late work is accepted and this will be discussed in conjunction with school.

6. Procedure for delivery of a first aid course

- 6.1 Attend train trainer professional development activity at IVET Institute offices
- 6.2 Complete trainer qualifications on the IVET Institute online portal (IVET Institute staff will verify trainer qualifications and notify you once complete)
- 6.3 Submit a delivery schedule to IVET with school purchase order number and all information completed including times and dates of delivery (4 weeks prior to course beginning date).

Note: There is a minimum charge of 10 participants per course. The original delivery schedule submitted by the trainer will state student numbers, which in turn will be reflected on the school invoice. Invoices will not be modified if for any reason such as student withdrawal.
- 6.4 As part of the delivery schedule trainers will be required to submit student numbers attending each course (not names) and there will be an allocation of enrolment places for each course. For example if a school has nominated 13 students in an upcoming course, there will be 13 enrolment positions available. If courses require modification due to increase in student numbers this must be communicated prior to enrolment and an amended course delivery schedule must be submitted
- 6.5 Set up your class
- 6.6 Deliver training to your students as outlined on your delivery schedule
- 6.7 Inform students of their login details and inform them of their responsibility to complete the assessment within two weeks of the last day stated on the delivery schedule

Note: Two weeks post course completion, the course will be deactivated from the IVET online portal and eligible students will be issued with qualifications (the Standards for RTO’s state 30 days after this date is the time allowed)
- 6.8 Students are able to enroll and complete assessment tasks without USI numbers, however certificates will not be issued until USI numbers are provided.
- 6.9 Mark all students assessments with three weeks of course completion (there will be no extensions given to this time frame)

- 6.10 Any students, trainers or schools who have not completed the assessment within two weeks or marked the assessment with three weeks post course completion have two options:
- Enrol in another course
 - Pay a late administration fee of \$300 to open the IVET online portal again for another two weeks
- 6.11 Certificates will not be issued to students until full payment has been made of all outstanding invoices

7. Facilities and equipment

- 7.1 Facilities employed for RTO purposes satisfy the requirements of the building code of Australia. Facilities are inspected on a regular basis in accordance with the Risk management policy and procedure.
- 7.2 Facilities and equipment requirements are identified at the course the development stage. Requirements are as per training package and industry requirements. IVET also undertakes research with other RTO's to establish requirements specific to our courses.
- 7.3 Each training location undergoes a review to ensure adequate facilities and equipment is employed prior to course commencement.
- 7.4 Each training and assessment location has approval for educational use.
- 7.5 Industry consultation is sought when developing courses to ascertain/ assess facilities and equipment.
- 7.7 A facilities and equipment checklist is maintained for each course on our Scope of registration. This includes learning resources, including library materials, course delivery materials, computer hardware and software, and any other materials required to support course delivery
- 7.8 This is reviewed as part of the Continuous improvement policy and procedure.
- 7.9 A timetable is employed for each course.
- 7.10 Session plans are employed for each unit of competency being delivered.
- 7.11 Clients are provided access to a library with relevant resources to support learning and assessment activities.
- 7.12 Appropriate resources are employed to create a simulated workplace environment where appropriate.
- 7.13 Issues relating to facilities and equipment are immediately communicated to the CEO by trainers and addressed. Facilities and equipment is also an agenda item in management meetings.
- 7.14 Current and future enrolments are reviewed against the capacity of facilities and equipment. Facilities and equipment are secured where and when appropriate.
- 7.15 Clients are supplied appropriate learning resources on commencement of their course and/ or units of competency. All information relating to costs (if any) are provided to client's pre enrolment.
- 7.16 This policy is reviewed annually in accordance with the Continuous improvement policy.

8. Financial

- 8.1 Schools are required to submit student numbers attending each course (not names) and there will be an allocation of enrolment places for each course. For example if a school has nominated 13 students in an upcoming course, there will be 13 enrolment positions available.
- 8.2 Trainers must set up each class they are delivering on line with each student that has been allocated a seat in that class
- 8.3 Once student numbers are submitted and an invoice is issued, it cannot be changed in accordance with this policy and procedure
- 8.4 Invoices will not be modified if for any reason such as student withdrawal or non-attendance
- 8.5 There is a minimum charge of 10 participants per course

- 8.6 If courses require modification due to increase in student numbers this must be communicated prior to or on enrolment and an amended or new invoice will be submitted.
- 8.7 Students have two weeks from the final completion date of their course to complete the online assessment.
- 8.8 Two weeks post course completion (as state on delivery schedule), the student's access will be deactivated from the IVET online portal and eligible students will be issued with qualifications (the Standards for RTO's state 30 days after this date is the time allowed)
- Trainers must have all students work assessed on or before two weeks post course completion and certificates will be issued as soon as possible by IVET
- 8.9 If a school requires the portal to be re-opened after this two-week completion date, there is a \$300 reactivation fee.
- 8.10 Upon course completion student certificates will be uploaded to the trainer's portal in IVET Connect. Trainers are then able to print and issue certificates to students directly.
- 8.11 If a trainer requires IVET to print certificates for students, there is a fee of \$7.50 per student.
- 8.12 Course fees per student are listed below (all prices are ex GST):
- HLTAID001 \$35
 - HLTAID002 \$35
 - HLTAID003 \$35
- 8.13 This policy is reviewed annually in accordance with the Continuous improvement policy.

Revision history

Creation/ Revision Date	Comment	Created/ Revised by
30/11/2016	Policy updated	CEO
7/1/2017	Policy updated	CEO