



DAYS SAFE PTY LTD

Policy & Procedure – Deliver Training & Assessment

Purpose	The purpose of this policy and procedure is to ensure that Daysafe Pty Ltd provides quality training and assessment across all of its operations.
Scope	This Policy & Procedure provides guidance on how Nationally Recognised Training and Assessment is to be delivered.
Inputs	<p>Standard 1 - The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.</p> <p>1.1. The RTO's training and assessment strategies and practices, including the amount of training they provide, are consistent with the requirements of training packages and VET accredited courses and enable each learner to meet the requirements for each unit of competency or module in which they are enrolled.</p> <p>1.2. For the purposes of Clause 1.1, the RTO determines the amount of training they provide to each learner with regard to:</p> <ul style="list-style-type: none"> a) the existing skills, knowledge and the experience of the learner; b) the mode of delivery; and c) where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification. <p>1.8. The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):</p> <ul style="list-style-type: none"> a) complies with the assessment requirements of the relevant training package or VET accredited course; and b) is conducted in accordance with the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2. <p>1.12 The RTO offers recognition of prior learning to individual learners</p>

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Standard 3 - The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.

3.3. AQF certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete, and providing all agreed fees the learner owes to the RTO have been paid.

<p>Requirement</p>	<p>The RTO is required to develop and implement approaches, including by providing access to suitable resources, facilities and trainers that ensure learners gain all relevant skills and knowledge.</p> <p>The RTO is required to comply with the AQF in applying the volume of learning to their programs. The RTO must therefore develop and implement strategies for training and assessment that are consistent with the AQF.</p> <p>RTOs must provide equitable access to all required educational and support services, so that no learner is disadvantaged regardless of their mode of study or location. Any limitations regarding access to these resources must be made clear in pre-enrolment information so clients and learners can make an informed choice about which RTO and course of study best meets their needs.</p> <p>The RTO must develop and implement a system to ensure that assessment judgements are consistently made on a sound basis. An assessment system includes not only the actual materials used directly in conducting assessment, but also policies, procedures and other supporting documents that inform the way assessment is conducted within the RTO.</p> <p>All assessment must meet the requirements of the Training Package and be conducted in accordance with the Principles of Assessment and the Rules of Evidence.</p> <p>The RTO must offer recognition of prior learning to individual learners</p>
<p>Reference Documentation</p>	<p>Other documentation which relates to this Policy & Procedure includes:</p> <ul style="list-style-type: none"> • DTWD Coloured Book <ul style="list-style-type: none"> ○ Guidelines for assessing competence in VET ○ A practical guide to reasonable adjustment in assessment of candidates with disability in VET
<p>Tools & Templates</p>	<p>This P&P is supported by the Tools & Templates identified at each stage in the process.</p>

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Policy	<p>Daysafe training and assessment practices are to be responsive learner needs and all assessment conducted by Daysafe must meet the requirements of the Training Package and be conducted in accordance with the Principles of Assessment and the Rules of Evidence.</p> <p>Daysafe offers recognition of prior learning to individual learners</p>
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Preparation	<p>Prior to the conduct of training the following checks are to be carried out:</p> <ul style="list-style-type: none"> all facilities and equipment in accordance with DAYS SAFE P&P – Deliver Training & Assessment - Resources using Daysafe Template – Training Venue Checklist. The versions of all training and assessment materials to ensure only the most current versions are in use. 	Tools & Templates
Output	Confirmation that all training and assessment resources are fit for use	<ul style="list-style-type: none"> <i>DAYS SAFE P&P – Deliver Training & Assessment - Resources</i> <i>Daysafe Template – Training Venue Checklist</i>
Responsibility	Trainer Assessors	

Training & Assessment Materials	<p>Electronic copies of the training and assessment materials are kept in the individual course folders in accordance with DAYS SAFE P&P Records Management.</p> <p>Training and assessment materials to be reproduced prior to training by the trainer.</p> <p>Blank Assessment Instruments to be kept secure (requirement of WorkSafe) to ensure students do not get access and gain an unfair advantage.</p> <p>The training materials required by the Trainer & Assessor are identified in the training and assessment strategy.</p>	Tools & Templates
Output	Training and assessment materials for each course	<ul style="list-style-type: none"> <i>DAYS SAFE P&P Records Management</i>
Responsibility	Trainer Assessors	

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<p>Workplace Training & Assessment</p> <p>Output</p> <p>Responsibility</p>	<p>When training and assessment is to be conducted at client's premises, in the workplace, Trainers & Assessors are to ensure the facilities and equipment meets the requirement of the Training package and the TAS.</p> <p>The client is to confirm their commitment to provide the required facilities and equipment using Daysafe Template – Training Resources Agreement</p> <p>If possible the workplace is to be inspected and evaluated prior to delivering the training and assessment using Daysafe Template – Training Venue Checklist</p> <p>Workplace facilities and equipment across all areas of operation that meets requirements.</p> <p>Trainer Assessors</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> • <i>Daysafe Template – Training Resources Agreement</i> • <i>Daysafe Template – Training Venue Checklist</i>
<p>Recording Student AQF Outcomes</p> <p>Output</p> <p>Responsibility</p>	<p>Student outcome records are captured in PowerPro RTO by the Office Manager on completion of the courses.</p> <p>Statements of Attainment created and reproduced through PowerPro RTO using Daysafe SOA templates.</p> <p>Passport style photographs are taken of each student then emailed to the Office Manager for inclusion onto a plastic ID wallet card which is produced through a Datacard printer.</p> <p>These cards are sent with the statement of attainment to each successful student.</p> <p>Student records in PowerPro RTO</p> <p>Statement of Attainment and card</p> <p>CEO</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> • <i>RTO PRP – Recording Student Outcomes</i> • <i>Daysafe SOA Templates</i>

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<p>Recording Student Worksafe High Risk Work Outcomes</p> <p>Output</p> <p>Responsibility</p>	<p>Student outcome records are captured in PowerPro RTO by the Office Manager on completion of the courses.</p> <p>Statements of Attainment created and reproduced through PowerPro RTO using Daysafe SOA templates.</p> <p>Worksafe accredited assessors will issue an interim Notice of Assessment to successful students upon completion of the courses.</p> <p>Photographs provided by each student are attached to the Worksafe application forms and collected for review prior to course completion</p> <p>Records for successful students are collated and submitted to Worksafe with the appropriate payment details.</p> <p>Student records in PowerPro RTO</p> <p>Statement of Attainment and Worksafe High Risk License application</p> <p>CEO</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> • <i>RTO PRP – Recording Student Outcomes</i> • <i>Daysafe SOA Templates</i>
<p>Student departure</p> <p>Output</p> <p>Responsibility</p>	<p>Prior to departure students are required to provide feedback / evaluation in accordance with DAYS SAFE P&P – Data Collection & Analysis</p> <p>Student details are validated against 2 forms of current ID to ensure they are correct.</p> <p>Completed assessment tools are collated into a class folder and submitted to the Office Manager for action and then review by CEO.</p> <p>Assessment outcomes and feedback gathered</p> <p>Trainer Assessors</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> • <i>DAYS SAFE P&P – Data Collection & Analysis</i>
<p>Early Student departure</p> <p>Output</p>	<p>Should a student not complete the training for whatever reason, they are to be issued with a Statement of Attainment for all Units of Competency completed for which they were deemed competent in accordance with RTO P&P - Issuing Certificates.</p> <p>Statement of Attainment</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> • <i>RTO P&P - Issuing Certificates</i>

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Responsibility	Training Support Officer
Key Performance Indicator:	The effectiveness of this P&P will be measured by evaluation of the Training & Assessment delivered.

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