



TRAINING AND ASSESSMENT STRATEGY (TAS) POLICY & PROCEDURE

Introduction

The Australian Academy of Commerce (AAC) is committed to ensuring that training and assessment strategies (TAS) are developed, implemented and continuously improved to meet the requirements of the Standards for Registered Training Organisations (RTOs) 2015, the Australian Qualifications Framework and industry needs. This policy ensures the AAC's training and assessment practices are compliant, effective and support quality outcomes for learners.

Purpose

This policy outlines the principles and procedures for developing, implementing and reviewing training and assessment strategies at AAC to ensure compliance with regulatory requirements and alignment with industry expectations.

Scope

This policy applies to all Vocational Education and Training (VET) delivered by AAC, including trainers, assessors and administrative staff responsible for training and assessment strategy development and implementation.

Policy Statement

AAC ensures that all training and assessment strategies:

- Align with the requirements of the training package or accredited course.
- Incorporate flexible and inclusive learning and assessment practices.
- Are developed in consultation with industry to ensure relevance and currency.
- Are designed to support diverse learner needs, including students requiring additional support.
- Are systematically reviewed and updated in response to industry and regulatory changes.

AAC ensures the integrity and effectiveness of its training and assessment practices by:

- Employing qualified trainers and assessors with current industry experience.
- Using a variety of assessment methods to ensure validity, reliability, fairness and flexibility.
- Conducting regular validation of assessment tools and outcomes.
- Ensuring compliance with transition and teach-out requirements for superseded training products.
- Systematically monitoring Training and Assessment Strategies and implementing continuous improvement processes.

Definitions

Principles of Assessment	Fairness, validity, reliability and flexibility applied during RPL and credit assessments.
Rules of Evidence	Guidelines ensuring evidence is valid, sufficient, current and authentic when determining competency.
Training and Assessment Strategy (TAS)	A document outlining how a qualification will be delivered and assessed in order to enable learners to meet the requirements of the training package or accredited course.



Validation	A systematic approach to reviewing assessment tools to meet industry and training package requirements.
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References

- AQF Framework
- NVR Act 2011
- Standards for RTOs 2015; Specifically, Standard 1

Related AAC Policies and Procedures

- Continuous Improvement Policy and Procedure
- Industry Engagement Policy and Procedure
- Quality Assurance and Risk Management Policy and Procedure
- Trainers and Assessors (VET) Policy and Procedure
- Transition of Qualifications Policy and Procedure
- VET Assessment Validation Policy and Procedure
- VET Training and Assessment Policy and Procedure

Training and Assessment Procedure

AAC will ensure that whilst developing, adapting or delivering training and or assessment products and services:

- All methods used to identify learning needs, and methods for designing training and assessment materials are fully documented;
- The requirements of the relevant National Training Package or accredited course curriculum are met;
- Steps are taken to manage the transition to reviewed Training Packages within 12 months of their publication;
- Core and elective units, as appropriate, are identified;
- Customisation meets the requirements specified in the relevant Training Package or Curriculum.
- 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 students are identified;
- As a Continuous Improvement/Quality Assurance measure AAC will retain completed copies of all student assessment materials in their academic file for a minimum period of six (6) months.
- AAC will ensure that it has access to the staff, facilities, equipment, training and assessment materials required to provide the training and/or assessment services within its scope of registration and scale of operations, to accommodate student numbers, student needs, delivery methods and assessment.

1. Training and Assessment Strategy Development

AAC develops training and assessment strategies for each qualification on its scope of registration. These strategies must include:



- **Target Group Identification:** Identifying learner characteristics, prior learning and industry requirements.
- **Training and Assessment Methods:** Using a combination of delivery modes such as face-to-face, blended and workplace-based training.
- **Assessment Tools and Methods:** Ensuring assessments align with the unit of competency and industry standards.
- **Industry Consultation:** Engaging with employers, industry bodies and stakeholders for feedback.
- **Resource Allocation:** Ensuring access to staff, facilities, equipment and learning resources.
- **Language, Literacy and Numeracy:** Supporting students to meet course requirements.
- **Transition Arrangements:** Using a combination of delivery modes such as face-to-face, blended and workplace-based training.

2. Assessment Validation and Continuous Improvement

AAC ensures that:

- Validation activities are conducted regularly by qualified assessors who are independent of the delivery and assessment process.
- A validation schedule is maintained to systematically review assessment tools and decisions.
- Feedback from students, trainers and industry is incorporated into the continuous improvement.
- Non-compliance identified in validation are addressed through corrective actions and documented improvements.

Please refer to AAC's *Assessment Validation (VET) Policy and Procedure* and AAC's *Continuous Improvement Policy and Procedure*.

Roles and Responsibilities

Role	Responsibility
CEO	Ensures strategic oversight and compliance with training and assessment requirements.
Compliance Officer	Monitors TAS compliance, conducts internal audits, and manages scope changes.
Director of Studies (DoS) VET	Oversees training and assessment quality and ensures compliance with standards.
Trainers and Assessors VET	Develop and implement TAS, conduct assessments, and participate in validation activities.
Student Services Officer (SSO)	Provides administrative support, maintains student records, and monitors LLN support needs.



Monitoring and Review

AAC's Training and Assessment policy is reviewed annually to ensure compliance with evolving standards and practices. Updates and continuous improvements are informed by feedback from validation processes and stakeholder input.

Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	Jan 2024	Training and Assessment Strategy Policy	N/A	N/A	Director of Studies VET	Jan 2025
V2.0	Jan 2025	Redeveloped Training and Assessment Strategy Policy	CEO	20 Feb 2025	Compliance Team	Jan 2026

Policy and Document Information

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