Preparing for Service Delivery

Community College Services

Competence in Training and Assessment Delivery

J1 The Community College Manager is responsible to ensure that training is delivered by a person who has all the competencies from the training package Certificate IV in Training and Assessment or is able to demonstrate equivalent competencies or who is under the direct supervision of a person with these competencies and is able to demonstrate equivalent competencies at least to the level of those being delivered (also refer MQPR 3-2).

J2 The Community College Manager is responsible to ensure that when a person delivering training on behalf of MADEC has regular guidance, support and direction from a person designated by MADEC who has the competencies from the Training Package Certificate IV in Training and Assessment and who monitors and is accountable for the training delivery. It is not necessary for the supervising person to be present during all the training delivery.

J3 The Community College Manager is responsible in maintaining up-to-date records of the verified training, assessment and vocational competencies for all staff members working either for or on behalf of MADEC as trainers and assessors.

J4 The Community College Manager is responsible to ensure that training and assessment is delivered by trainers and assessors who

J4.1 Have the necessary training and assessment competencies as determined by the National Quality Council or its successors and

J4.2 Have the relevant vocational competencies at least to the level being delivered or assessed and

J4.3 Can demonstrate current industry skills directly relevant to the training/assessment being undertaken and

J4.4 Continue to develop their VET knowledge and skills as well as their industry currency and trainer/assessor competence.

Qualified Assessors

K1 The Community College Manager shall ensure that student assessments

K1.1 Comply with the Assessment Guidelines included in training packages and accredited courses

K1.2 Lead to the issuing of a Statement of Attainment or qualification under the Australian Quality Framework when a student is assessed competent against the nationally endorsed unit/s of competency (also refer MQPR 10-1)

K1.3 Comply with the principles of validity, reliability, fairness and flexibility
MADEC Quality Procedure

K1.4 Provide for applicants to be informed of the context and purpose of the assessment and its procedures

K1.5 Where relevant, focus on the application of knowledge and skills 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

K1.6 Involve the evaluation of sufficient evidence to enable judgements to be made about whether competency has been attained

K1.7 Provide for feedback to the applicant about the outcomes of the assessment process and guidance on future options

K1.8 Are equitable for all persons, taking account of cultural and linguistic skills

K1.9 Provide for re-assessment on appeal.

K2 The Community College Manager is responsible to ensure that the following are documented in a Training and Assessment Strategies Outline prepared for each course

K2.1 Methods used to identify learning needs and methods for designing training and assessment are documented

K2.2 The requirements of the training package or accredited course are met

K2.3 Core and elective units, as appropriate, are identified

K2.4 Customisation meets the requirements specified in the relevant training package or, for accredited courses meets the National Training Quality Council policy

K2.5 Language, literacy and numeracy requirements develop the learning capacity of the student and are consistent with the essential requirements for workplace performance specified in the relevant units of competency or outcomes of accredited courses

K2.6 Delivery modes and training assessment materials which meet the needs of a diverse range of clients are identified

K2.7 Where assessment or training is conducted in the workplace MADEC negotiates the delivery and assessment strategy with the employer and students, works with the employer to integrate any on-the-job training and assessment and schedules workplace visits to monitor and review the training and assessment

K2.8 Where an apprenticeship or traineeship training contract is in place or being negotiated student Training Plans are developed, documented, implemented and monitored for each apprentice or trainee encompassing all relevant off-the-job training and structured workplace training

K2.9 Where assessment or training is conducted on-line or by distance MADEC has effective strategies for student support, monitoring and assessment.
Authority
General Manager Operations

Reviewed By
Custodian of this Procedure