

Training and Assessment Policy

PURPOSE

To clearly stipulate the Harness Racing Training Centre's ongoing commitment to quality training and assessment.

PERSONS AFFECTED BY THIS POLICY

CEO, Managers, Staff.

POLICY RATIONALE

To maintain a level of excellence in the delivery and assessment of training over and beyond the requirements of the AQTF standards for Registered Training Organisations.

DELIVERY

The Harness Racing Training Centre ensures the resources in the area(s) of recognition sought meet the requirements of the relevant endorsed training package(s) and/or accredited course(s), for the delivery, assessment and issuance of qualifications.

The Harness Racing Training Centre affirms that it has in place and applies the following resources:

- delivery personnel with appropriate qualifications, and experience, including assessor requirements as identified in the relevant Training Package assessment guidelines;
- delivery and assessment resources appropriate to the methods of delivery and assessment requirements; and
- relevant Training Package and/or accredited course documents and support materials, with necessary copyright authorisations.

Delivery strategies utilised by the Harness Racing Training Centre are always selected to best achieve the required elements of competence while giving full consideration to the learning style of the participant. The provision of training may include a flexible combination of off and on-the-job delivery and assessment. Delivery modes may include, but are not limited to:

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| ▪ demonstrations | ▪ audio/visual presentations |
| ▪ group participation | ▪ computer managed learning |
| ▪ individual projects | ▪ site visits |
| ▪ learning support works | ▪ internet access |

ASSESSMENT

The Harness Racing Training Centre has demonstrable experience and skill in providing or facilitating assessments which meet the endorsed components of relevant training package(s) and/or accredited courses in the areas of recognition sought.

The Harness Racing Training Centre is committed to ensuring valid and reliable assessment of achievements against industry competency standards and all assessment undertaken by the Harness Racing Training Centre remain consistent with the National Assessment Principles.

Assessment Principles:

The Harness Racing Training Centre ensures that all assessment conducted within the organisation is reliable, flexible, fair and valid.

- **Reliable** All assessment methods and procedures will ensure that competency standards/modules are applied consistently and that there is always consistency in the interpretation of evidence.
- **Flexible** Assessment will be offered in the workplace (on-the-job), in the training environment (off-the-job), in a combination of both or via recognition of prior learning/recognition of current competence. The Harness Racing Training Centre will ensure that all assessment methods and practices allow for diversity with regard to how, where and when competence has been/will be acquired.
- **Fair** Assessment methods and procedures will not, under any circumstance, disadvantage any client.
- **Valid** Assessment activities will always meet the requirements as specified in the unit of competence/module. Sufficient evidence will always be collected, and will be relevant to the standard/module being assessed.

Assessment Pathways:

The Harness Racing Training Centre offers clients a number of assessment pathways appropriate to the qualification outcome. Assessment conducted for the purposes of national recognition will lead to a part or a full qualification under the Australian Qualifications Framework. The main assessment pathways to a qualification (utilised by the organisation) can be listed as follows:

- off-the-job training and assessment
- workplace assessment
- recognition of prior learning/recognition of current competence
- credit transfer

Delivery and Assessor Qualifications:

The Harness Racing Training Centre ensures that staff, involved in assessment activities, always meet the assessor requirements as set by either:

- the assessment guidelines of training packages;
- the assessment requirements of accredited courses;
- State Human Resource requirements.
- listed in Training and assessment qualification requirements as set out in the AQTF
- Relevant vocational competencies, at least to the level being assessed.

If staff members of the Harness Racing Training Centre do not have the vocational competence to assess identified areas, appropriately qualified personnel will be employed to provide this expertise within the assessment process.

Assessment Resources:

The Harness Racing Training Centre when designing assessment resources, ensures that all aspects of competence are covered, including:

- task skills (performance of individual tasks);
- task management skills (managing a number of different tasks within the job);
- contingency management skills (responding to problems, breakdowns and changes in routine); and
- job/role environment skills (dealing with the responsibilities and expectations of the workplace).

All assessment reporting systems will indicate the units of competency that the individual has attained.

Conducting Assessment:

When conducting assessment, the Harness Racing Training Centre ensures it has personnel with appropriate qualifications and adheres to endorsed Assessment and Workplace Training competency standards:

The RTO ensures that the personnel conducting assessment utilise appropriate methods for recording, storing and accessing assessment outcomes.

Assessment activities undertaken by the Harness Racing Training Centre always follow the methodology outlined below:

1. Assessment procedures are fully explained to clients. Throughout all training, clients are regularly reminded of the ongoing availability of assessment.
2. Opportunities for Recognition (recognition of prior learning/recognition of current competence and credit transfer) are also discussed, as are any available flexible methods of assessment. The appeals and reassessment process is also outlined.
3. The assessment requirements of the unit(s) of competence/module(s) are outlined, and any particular arrangements for the workplace/training environment are arranged.
4. All evidence-gathering methods remain reliable, flexible, fair and valid.
5. As assessments are undertaken, the Harness Racing Training Centre trainers/assessors record individual client assessment results. Sample copies of the assessment instrument are kept by the trainer/assessor.
6. Post-assessment guidance is always available to clients.
7. A fair and impartial appeals process is always available.
8. Evaluation of assessment processes and procedures is gathered on an on-going (informal) basis.

Evidence gathering methods commonly utilised by the Harness Racing Training Centre include, but are in no way limited to:

- Demonstration
- Questioning
- Workplace performance
- role-play
- simulation
- oral presentation
- graphic presentation
- projects/assignments
- audio/visual display
- written tests
- skills portfolio

Recognition:

the Harness Racing Training Centre recognises the AQF qualifications and Statements of Attainment issued by any other RTO.

Clients who consider they already possess the competencies identified in all or part of any course/qualification offered by the Harness Racing Training Centre will be encouraged to seek formal Recognition.

The Recognition process may also be referred to as Recognition of Prior Learning (RPL) and Recognition of Current Competence (RCC). The process can also include Credit Transfer. It is the determination on an individual basis of the competencies obtained by a client through:

- previous formal training,
- work experience, and/or
- life experience

Recognition therefore determines the consequent advanced standing to which the client is entitled in relation to a course/qualification. The main focus of Recognition is what has been learned rather than how, where or when it was learned. Recognition focuses on both the demonstration of competence and the currency of that competence to industry standards.

If any client has gained competencies at work or elsewhere which are relevant to the course/qualification in which he/she is participating, then he/she may not have to study module(s)/unit(s) of competence covering that content. Clients seeking Recognition must establish the currency of their competence.

The processes used to determine Recognition are fair to all parties and the Harness Racing Training Centre ensures that it provides adequate support to all potential applicants.

Recognition Process:

It is the client's responsibility to gather sufficient evidence to support his/her application for Recognition. This evidence may include:

- obtaining a copy of the relevant units of competency from the Harness Racing Training Centre;
- aligning the competencies for the qualification with the competencies associated with previous education, training or workplace experience;

- collecting any documentation, references and relevant examples to support your application;
- providing proof of ownership of any examples of work;
- submitting certified copies (NOT ORIGINALS) of qualifications. Certification can generally be obtained from any bank or Post Office as long as identification is provided.

Credit Transfer

Recognition can also include the opportunity for Credit Transfer for previous study and must also be accompanied by evidence of currency in the study area.

The procedure for Credit Transfer (CT) is as follows.

1. All new Harness Racing Training Centre clients are fully informed of the Harness Racing Training Centre's responsibility towards Mutual Recognition and Credit Transfer;
2. Requests are made to clients for original copies of Statements of Attainment and/or Certificates (with all completed competencies listed);
3. Clients are informed that all RTO's have a legal obligation to supply qualification information to their past clients on request. They are to be also informed that, due to privacy reasons, RTO's cannot release this information to the Harness Racing Training Centre without their clearance. A point will then be made that it is in the client's best interest to make contact with their past RTO and make personal request for qualification information themselves.
4. Clients are informed that as a general rule, to maintain currency, the Harness Racing Training Centre will demand further proof of competence for any qualifications offered that are older than seven years.
5. Clients are also informed that they may supply verified copies of their qualifications for Credit Transfer. A suitable verified copy for the Harness Racing Training Centre being one that has been verified by either a Police officer, Justice of the Peace, Chemist, Headmaster or Bank Manager.
6. Upon receipt of qualification information, as listed above, copies are made of original documents and they are verified with the following statement – *Sighted Original* --/--/-- and signed by personnel working on behalf of this RTO. Please note, copies verified by persons listed in point 4 do not again have to be verified by the Harness Racing Training Centre personnel.
7. These copies are stored within the client's personal file and a Credit Transfer is awarded.

Dispute Resolution

Should a client be unsatisfied with any assessment decision given by a representative of the Harness Racing Training Centre, the Harness Racing Training Centre will provide another qualified assessor to review the disputed assessment processes and evidence provided.