

Sample 2

Delivery & Assessment Strategy Outline

Source: Learning and Assessment Strategies – resources guide, Australian National Training Authority (ANTA), 2002

Appendix 5: Delivery and assessment strategy outline

Name of RTO		Page 1 of 4	
Delivery period			
Code and title of qualification			
Units of competency	Code	Title	Core/Elective
Client(s)			
Delivery and assessment arrangements			
Duration The program is delivered over a period of			
Organisation			

Name of RTO

Delivery and assessment arrangements (continued)

Alignment with units of competency

	Program Area	Unit(s) of Competency
--	--------------	-----------------------

Delivery modes

Evidence-gathering techniques

Program area	A	B	C	D	E	F	G	H
--------------	---	---	---	---	---	---	---	---

- KEY** **A** Demonstration **C** Interview **E** Role play **G** Written test
 B Questioning **D** Scenario — **F** Case study **H** Critical incident
 problem solving — fault finding report

Delivery and assessment arrangements (continued)

Schedule

Week

Program structure

- 1
- 2
- 3
- 4
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20

Name of RTO					
Delivery and assessment staff	Program area	Staff	Delivery/ Assessment	Competencies of staff	
				Technical	Assess
Assessment validation process	<p>The processes used to validate assessment in this program are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 				
Infrastructure requirements <i>(A tick indicates that the RTO has the required infrastructure.)</i>	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 				
Pathways					
Program manager's endorsement: Date:					

Delivery and assessment arrangements (continued)

Schedule

Week

Program structure

1

2

3

4

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

Name of RTO					
Delivery and assessment staff	Program area	Staff	Delivery/ Assessment	Competencies of staff	
			Technical	Assess	
Assessment validation process	The processes used to validate assessment in this program are: <ul style="list-style-type: none"> ■ ■ ■ ■ ■ ■ 				
Infrastructure requirements <i>(A tick indicates that the RTO has the required infrastructure.)</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
Pathways					
Program manager's endorsement: Date:					

Training and assessment staff	Training arrangements	Units of competency	Staff		
			Technical advisor	Qualified assessor	Qualified trainer
<p>The RTO establishes and verifies that trainers and assessors meet nationally agreed competency requirements and continue to develop their competencies as per these requirements.</p> <p>(For each unit of competency, indicate the staff involved in delivery, with a brief summary of their qualifications with links to any further detail, and identify if this is being delivered by one person, or in a team approach)</p> <p>The "technical advisor" column should only be used where additional industry experts are used to support the qualified trainer.</p>					

Sample 10

Program Plan

Name of training/assessment organisation:

Title of program:

Client details:

Purpose of the program/goals:

Outcomes:

Commencement date:

Completion date:

Training package/qualification and code

Units of competency and codes

Resources including equipment

Delivery approaches (mode of delivery) ie: face to face, on the job etc		
Content/sequence Delivery activities	Content/sequence	Delivery activities
Assessment activities		
Review mechanisms		