

Act on data

Methods, issues and approach

What needs to be amended in our TAS to address identified areas for continuous improvement?

1. What monitoring and evaluation strategies already operate at your RTO? What improvements can you suggest?
2. Are there any other considerations here for those RTOs implementing their learning and assessment strategy under the NSW Smart and Skilled contract?

Notes

Documenting your training and assessment strategy (considering supporting documentation) – GAP ANALYSIS TEMPLATE²³

Content typically contained in a Strategy for Training and Assessment vs RTO documents. List the documents being reviewed against headings A–C. Examples could include **(A) Strategy for training and assessment (TAS)**, **(B) a program outline**, and **(C) session/ assessment plans**.

TAS component	Comments e.g. Best practice? Supporting docs required? (indicate what doc) etc.	Areas for Improvement
Details of Qualification/ overview		
RTO Name, code		
TP code/ title/version Qualification code/title		
Delivery period		
RTO Contact person		
Packaging statement (No of core/electives/ imported units etc.)		
Units to be delivered (indicate core/ elective/ pre-co requisite units/ licensing requirements)		
Licensing requirements statement (if indicated above)		
Target group descriptor (including LLN)		
Industry Consultation		
Brief statement of need (General, Industry, and Target Group perspectives) (including LLN)		
Statement on how this has informed TAS		
List of who was consulted (industry/ name/ contact details/ date/ nature of feedback – comment)		
Course overview/ delivery strategy		
Aims/ vocational outcomes (job roles)		
Program overview/ purpose		

²³ Developed with reference to source materials from Barrack St Compliance Co TAS template.

TAS component	Comments e.g. Best practice? Supporting docs required? (indicate what doc) etc.	Areas for Improvement
Duration/ total hours (note – can include work placement hours and self-directed 'required' hours as part of this)	Note – check this aligns with ASQA hours	
Environment (includes TP work placement requirements) and Facilities		
Mode of delivery		
Linkages/ Pathways (study/ employment)		
Entry requirements		
Employability Skills Summary		
Learning Support		
Physical resources (including learning/ assessment materials, trainer resources, other resources)		
Course Structure and Delivery Plan /Sequence		
Unit clusters identified (if relevant)		
Delivery plan identifying e.g. : ✓ week/ topic -theme ✓ units/ unit clusters ✓ hours ✓ delivery mode ✓ resources required ✓ assessment Y/N		
Assessment		
Evidence gathering methods/ assessment matrix re units		
RPL strategy		
Trainer/ Assessor requirements		
Reference to NSSC requirements for VET trainers/ assessors?		
TP specific requirements		
Reference to location of individual trainer/ assessor records for course (matrix: competence/ currency per unit)		

A FINAL NOTE - Training and assessment strategy - development evidence checklist

Refer to the checklist below as to possible evidence you could have of developing training and assessment strategies. Add to the list what you consider is missing. Remember the evidence could vary depending on the RTO.

Types of evidence	Y/N	Where is it located?
Surveys, research reports, statistical information on client groups		
Analysis reports on industry and client needs		
Minutes of meetings, notes to indicate enterprise/industry consultation in development of strategy		
Customised training and assessment strategies to meet client needs		
Client information on delivery and assessment options		
Delivery plan and evidence of implementation		
Planned facilities, resources etc. for delivery and assessment		
Trainer and assessor qualification, requirements and allocations		
Assessment plan and evidence of implementation		

Integration of workplace plans for training and assessment		
Letters acknowledging enterprise/industry involvement in development		
Plans, agendas, minutes that indicate review of strategy		
Revised strategy indicating action taken to improve quality		
Stakeholder feedback on implementation		
Validation of strategies by industry and clients in meeting needs		

Notes

Notes area (light blue background)