Sample 6

Source: Compliments of a private RTO

Program or Project Name:

Section	Name	To be completed by
One	RTO Learning and Assessment Strategy	Training Coordinator
Two	Project / Program Learning and Assessment Strategy	Trainer
Three	Project /Program - Learning and Assessment Plan	Trainer

Approved by	
Name	
Position	
Signature	
Date:	

1. RTO Training and Assessment Strategy

Training Package location	www.training.gov.au
Packaging Rules	
Pre- requisites or Co requisites	
Pathways	
Licensing, Legislation, Regulatory or Certification Consideration	
Learning Strategy Overview (including elective choices to be offered) The program structure and content is detailed in Sectiont 2 and 3 of this document	**Delivery modes**: **Units of Competency** **Core** **Electives** **Resources.**
Assessment Strategy Overview including RPL The assessment strategy and plan are detailed in Sections 2 and 3 of this document	**Evidence gathering methods** used may be : **RPL**: process.

Validation Plan	
Consultation with industry	
Feedback from Learners	

1. Project / Program Learning and Assessment Strategy

Program :		**Project Deliverable/s :**	
Youth Consultant/ Trainer:		**Assessor:**	
Trainer Qualifications:		**Assessor Qualifications**	
Supervision Arrangement:		**Supervision Arrangement:**	
Project Commencement Date:		**Project Completion Date:**	
Number of Learners:		**Location /Venue:**	
Assessment outcome : (eg Statement of attainment, Qualification)		**Total Number of Units of Competency :**	
Delivery Mode:		**Pre – requisite or co- requisite units**	
Assessment Activity:		**Assessment evidence to be collected for each learner:**	
Learning Project Outline/s:		**Learning support resources**	
Target Group:			
Eligibility:			
Specific Learner needs:			

Organisation of Units to be delivered and assessed	
Core or elective	**Unit code and Unit Name**

Learning and Assessment Strategy

Consultation Record
Consultation date and method
Who was consulted(name and relevant organization or role)
Who is the target group identified:
What are the special needs of target groups: Knowledge: Skills:
What was the project proposed and assessment approach discussed :
Outcomes / Follow Up Actions

Learning and Assessment Strategy

Project /Program - Learning and Assessment Plan							
Session/ Week No.	Date	Project Activity	Resources	Related learning outcome	Possible portfolio items to be collected	Related Employability skill	Unit/s , elements and PC of Competency addressed

		Discuss appropriate email languge and privacy requirements BCC and CC					**BSBWOR203A:**

The BSBWOR203A competency mapping (right column):

BSBWOR203A:

1.1 ✓	2.1 ☐	3.1 ✓
1.2 ✓	2.2 ✓	3.2 ☐
1.3 ☐	2.3 ✓	3.3 ☐
	2.4 ☐	3.4 ☐
RS1 ✓	RK1 ✓	
RS2 ✓	RK2 ☐	
RS3 ✓	RK3 ✓	
RS4 ✓		
CA1 ✓	CA2 ☐	CA3 ☐

Row 7

7		Assessment, Confirm preso of SAT Certs. Thank you notes to guests. Evaluate process and project. Archiving and deletion of emails	JQ thank you note template	Give & receive feedback, meeting deadlines.	**Summative Assessment** Reflections sheets, and portfolio of work samples. Q and A interview Copies of thank you notes Observation of electronic records Third party report from Youth consultants	☐Communication ☐Teamwork ☐Problem Solving ☐Initiative and enterprise ☐Planning and organizing ☐Self-management ☐Learning ☐Technology	See complete competency mapping in assessor booklet.