



Training and Assessment Policy

1. Purpose

This policy outlines the approach Hats Qld Pty Ltd T/A AA Academy takes to deliver high-quality, industry-relevant training and assessment services in accordance with the Standards for RTOs 2015 (Clauses 1.1–1.8) and prepares for alignment with the revised 2025 Standards.

2. Scope

This policy applies to all staff involved in designing, delivering, evaluating, and managing training and assessment services provided by AA Academy.

3. Policy Principles

3.1 Training and Assessment Strategies (TAS)

- All qualifications and units of competency must have a documented TAS.
- TAS documents must include: target cohort, delivery mode (e.g., online, face-to-face, blended), duration, sequencing of units, assessment methods, and support strategies.
- Each TAS must be developed in consultation with industry stakeholders and reviewed annually or after major changes.

3.2 Competency-Based Training

- All training and assessment delivered by AA Academy is based on the principles of competency-based training (CBT), meaning students progress when they have demonstrated competency.

3.3 Assessment Validation

- A systematic plan for validation of assessment tools, methods, and outcomes will be implemented.

- Validation includes independent assessors reviewing completed student work and assessor judgments.
- Each unit must be validated at least once every five years, with higher priority for high-risk areas.

3.4 Industry Engagement

- AA Academy will regularly consult industry representatives (e.g., aged care providers, NDIS agencies) to ensure training remains aligned with industry needs.
- Input will be documented and reflected in TAS and training resource development.

3.5 Resources and Support

- Students are provided access to qualified trainers, relevant training materials, and practical learning environments.
- Trainers must maintain industry currency and meet the requirements of Clauses 1.13–1.16.

3.6 Assessment Practices

- Assessment tools must meet the Rules of Evidence and Principles of Assessment.
- All assessments will:
 - Be mapped to unit requirements
 - Include clear instructions
 - Offer reasonable adjustment where needed
- Students will be given at least two opportunities for re-assessment.

3.7 Quality and Continuous Improvement

- Feedback from students, trainers, and employers will be gathered regularly to improve training and assessment practices.
- Non-compliances identified through audits or complaints will trigger immediate reviews and corrective actions.

4. Roles and Responsibilities

Role	Responsibility
CEO / RTO Manager	Ensure compliance of training and assessment systems with RTO standards
Trainers/Assessors	Deliver and assess in line with TAS and training package rules; engage in validation and PD
Compliance Staff	Maintain TAS documentation; coordinate validation and industry engagement

5. Related Documents

- Training and Assessment Strategy Templates
- Assessment Validation Schedule
- Trainer PD Logs
- Industry Engagement Records