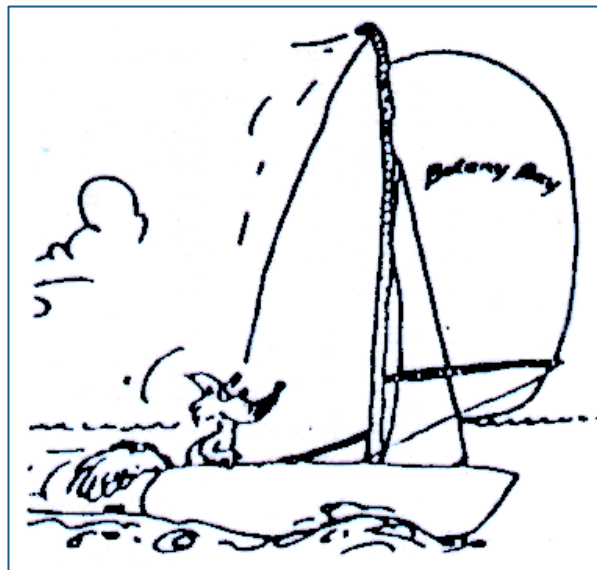




# Sailingworld Pty Ltd

ACN:092 478 718



## POLICY AND PROCEDURE TRAINING AND DELIVERY

Status	Current
Version	1-2024
Last review date	30 August 2024
Reviewed by	Sailingworld CEO
Summary of changes from previous version	Minor amendments post-annual review



## TRAINING AND DELIVERY POLICY

### PURPOSE AND SCOPE

**1.1** The purpose of this Policy is to ensure all training and assessment delivered by Sailingworld will be compliant and meet the requirements of The Standards for RTOs (2015).

**1.2** The Sailingworld Training Delivery Policy applies to all qualifications and units of competency delivered by Sailingworld.

**1.3** This Policy applies to all trainer/assessors, students and clients participating in a Government Funded Training Contract or a Fee for Service arrangement.

### POLICY STATEMENT

**1.4** Sailingworld is committed to providing quality, relevant and flexible training delivery to support assessment activities in accordance with The Standards for RTOs (2015).

**1.5** Sailingworld provides students and trainers/assessors access to relevant training delivery resources and support services.

### PRINCIPLES

**1.6** Sailingworld ensures that it meets the RTO regulatory requirements by providing:

- Qualified and experienced trainers and assessors to deliver training and assessment within its scope of registration.
- Facilities, whether physical or virtual, and equipment to accommodate and support the number of students undertaking the training and assessment.
- Training and assessment practices which are relevant to industry needs, as identified through industry engagement and consultation.

**1.7** All requirements are met as specified in Training Packages or VET accredited qualifications on Sailingworld scope of registration.

**1.8** Qualifications and units are offered with flexible learning approaches in line with the corresponding procedures and a student's learning plan developed by Sailingworld

**1.9** A variety of assessment options for qualifications and units are offered to meet student requirements, inclusive of any reasonable adjustment application and amendment, that do not alter the integrity of the learning and assessment outcomes.

**1.10** Students who self-identify as having additional learning requirements will be individually assessed and have Individual Learning Plans developed. Students can access counselling services through Sailingworld.

- Sailingworld provides educational training and support services to meet the needs of different students undertaking training and assessment in line with Individual Learning Plans.
- Sailingworld provides training resources to enable students to meet the requirements for each qualification or unit, which are accessible to the student regardless of location or mode of delivery.

**1.11** Training and Assessment Strategies (TAS) are developed for all training products.

- Training delivery methods are developed with input and advice from industry experts in the development phase of training programs.



- All training and assessment is validated in accordance with the procedures, training package requirements and the Assessment Policy.

## ROLES AND RESPONSIBILITIES

1.12 The Sailingworld CEO is responsible for the application of this Policy

1.13 The Sailingworld CEO is responsible for:

1. Ensuring that the outcome of each decision to determine training delivery is recorded in a systematic manner.
2. Maintaining a record of precedents to facilitate the formulation of the above rules.
3. Developing proposals for training delivery in line with this Policy.





## TRAINING AND DELIVERY PROCEDURE

### PURPOSE AND SCOPE

- 2.1 The Training Delivery procedures sets out the procedures for the implementation of the Training Delivery Policy.
- 2.2 This procedure applies to all Trainers/Assessors, students and clients participating in a Government Funded Training Contract or a Fee for Service arrangement.
- 2.3 It applies to all courses and units of competency delivered by Sailingworld.

### TYPES OF LEARNING

- 2.4 Sailingworld courses are offered with flexible learning options:
- Face to Face, Classroom based learning.
  - Face to Face, Trainer guidance with no learning.
  - Online, Trainer guidance with learning.
  - Assessment only.

### TRAINING LOCATIONS

- 2.5 Training sessions will be provided at a contracted/approved training facility arranged by Sailingworld:
- Prior to the commencement of training, the Trainer and Assessor will also assess the area to identify and remove hazards which could pose threat to safety of students and ensuring it is safe and conducive to learning.
  - Trainers will conduct an evaluation of the facilities prior to commencing training using a standard Training Venue Checklist (see Forms) and report any issues with resource availability.

### PRIOR TO COURSE COMMENCEMENT

- 2.6 Prior to the commencement of a course a Trainer/Assessor will undertake the following:
- In all cases, trainers are required to deliver learning in accordance with the Training and Assessment Strategy (TAS) or VET package and training and assessment resources provided, giving particular attention to their functions of teaching, and managing students and the learning environment.
  - A Trainer/Assessor must determine that the TAS accurately reflects the current course.
  - A Trainer/Assessor must determine that all relevant mapping is correct as per the course to be undertaken.
  - Determine that all resources required for training are available, where possible/required have been contextualised to meet Student/Client's needs.
  - Determine that a variety of assessment options are available to meet a variety of learner requirements.
  - Assess each students level of Language Literacy and Numeracy (LLN) and identify a Student Support Learning Plan for students who do not perform well (see Support Learning Policy).
  - Will be aware of students who are on Student Support Plans.



## DURING TRAINING

2.7 During training Trainer/ Assessors will ensure:

- All training and assessment are in accordance with training package requirements and TAS.
- Where students have self-identified as having learning requirements the Trainer/Assessor must ensure that the Students needs are being met through their Student Support Plan.
- The degree to which learning occurs depends on how the student interacts with their learning environment. The environment consists of the trainer, the training materials, other students, as well as the physical and psychological atmosphere.
- Trainers are required to guide, inspire and supervise the students so that they attain their learning outcome. Trainers are required to encourage students to be responsible for their own learning. Controlling the learning activity enables the trainer to monitor the progress of the learning experience.
- During training progress, Trainers shall monitor and report on training progress and respond to identified needs for additional learning support (see Student Support Services Policy).
- During and post-delivery, Trainers will identify opportunities for improvement and make recommendations in accordance with guidelines set out in the Continuous Improvement Policy.
- The Trainer/Assessor will take attendance daily.

## POST TRAINING

2.8 Trainer/Assessor will give feedback on how course was coordinated and give feedback as part of continuous improvement that could be made to better the course.

## RECORD KEEPING

2.9 Records should be kept of students who require a Student support Plans SSP's will be kept on the students file on the Student Management System.

2.10 Records of all student LLN Tests will be kept on the Student Management System on the student file.

2.11 All records regardless of their format will be saved in digital format.

## COMPLAINTS AND APPEALS

2.12 All complaints and appeals should be sent in writing to the Sailingworld CEO. Please refer to the Sailingworld Complaints and Appeals Policy for further information.

--end of document--