



# Training and Assessment Strategy (TAS) Review and Approval Procedure

---

## Contents

1.	Associated Policy .....	2
2.	Scope .....	2
3.	Procedure .....	2
3.1	TAS Review .....	2
3.2	TAS Approval .....	4
4.	Supporting Documents.....	5
4.1	Legislation/Regulation .....	5
4.2	Policy and Procedures .....	5
4.3	Related Documents .....	5
5.	Definitions .....	6

## 1. Associated policy

The Training and Assessment Strategy (TAS) Review and Approval Procedure has been developed in conjunction with the Training and Assessment Policy and the Training and Assessment Strategy (TAS) Development Policy.

## 2. Scope

Where this procedure refers to CIT, it includes CIT Solutions.

This procedure applies to all nationally accredited training products listed on the CIT scope of registration and all training and assessment delivery.

This procedure applies to all staff engaged in the management, delivery and assessment of nationally accredited training products and is to be read in conjunction with TAS Development Policy and TAS Development Procedure.

## 3. Procedure

CIT is committed to and guided by the principles of quality management to ensure all training and assessment is appropriate to the needs of students, industry, community, government, and employers and meets the requirements of Standards for RTOs.

Teaching teams cannot deliver a new training product until the TAS for that course is approved by Academic Council, via the Teaching and Learning Quality Committee (TLQC). TAS updates for existing training products will be approved by TLQC. Teaching teams cannot change training delivery until the amended TAS for that training product is approved by TLQC.

The Education Design and Delivery Lead is responsible for monitoring all TAS documents for currency and compliance.

### 3.1 TAS Review

An existing TAS will be reviewed annually, or when new cohorts of students enrol in existing courses, and require a distinctive delivery and/or assessment mode to meet their needs.

TAS review will include:

- verifying that the TAS effectively describes the delivery and assessment model
- reviewing the delivery and assessment scheduling
- reviewing cohort/s and addition of new cohorts
- confirming TAS for qualifications delivered as part of Australian Apprenticeships are approved by the relevant State or Territory Training Authority
- checking the units are in line with qualification rules and are consistent within the TAS
- checking the nominated hours for teaching and assessment are in line with qualifications rules and are consistent within the TAS
- ensuring sufficient staff resources are reflected in the current TAS

- reviewing Amount of Training and Volume of Learning (VOL) to ensure the TAS:
  - provides a quality delivery proposal in hours and is broken down to clearly show how this is achieved, or
  - that an appropriate explanation is provided in cases where the Volume of Learning sits near or falls below the minimum hours recommended by the AQF.
- checking the TAS is appropriate for each cohort
- checking the TAS is informed by stakeholders' needs
- noting that facilities and equipment are consistent with the requirements of the training product
- verifying, where required, transition plans are in place.
- is consistent with the information provided on the website

Refer: **TAS Development Procedure** and **Annual training and assessment strategy self-evaluation and TAS update template**

Step	Action	Responsibility
1	<b>Review each TAS at least annually.</b>  Refer: <b>Annual training and assessment strategy self-evaluation and TAS update template</b>	College Director Head of Department Head of Department, Education Quality Senior Compliance Manager CITSOL
2	<b>Endorsement</b>  Within agreed timelines, submit TAS to the College Director for review and endorsement.	Head of Department
3	<b>Quality Review</b> <ul style="list-style-type: none"> <li>• Within agreed timelines, submit to the Head of Department, Education Quality, for review.</li> <li>• Action feedback accordingly.</li> <li>• Submit to Education Design and Delivery Lead for endorsement.</li> </ul>	College Director
4	<b>Approval</b>  Submit to TLQC for approval, noting TAS for new training products will also require Academic Council approval.	Education Design and Delivery Lead

## 3.2 TAS approval

Step	Action	Responsibility
1	<ul style="list-style-type: none"> <li>Approve updates to existing TAS.</li> <li>Endorse TAS for new training products and progress to Academic Council for approval.</li> </ul> <p><i>Individual members of TLQC could be allocated a section of the TAS to review out of session and bring findings/outcome to meeting. Such an approach builds expertise in reviewing and appraisal.</i></p>	<p>Teaching and Learning Quality Committee</p> <p>Academic Council Secretariat</p>
2	<ul style="list-style-type: none"> <li>Review TAS.</li> <li>Endorse/approve, pending any amendments required.</li> <li>Progress TAS for new training products to Academic Council for approval.</li> </ul>	Teaching and Learning Quality Committee
3	Approve TAS for new training products, pending any amendments required.	Academic Council
4	Communicate TLQC/Academic Council decisions to Heads of Department.	College Director
5	Record TAS approvals in a central College repository of editable documents and distribute copies to Head of Department Program Services and Manager Awards and Programs as required.	Head of Department
6	Communicate relevant stakeholders of changes to marketing materials and course information.	Head of Department

## 4. Supporting Documents

### 4.1 Legislation/Regulation

- Standards for RTOs

### 4.2 Policy and Procedures

- [Assessment Policy](#)
- [Industry and Community Engagement \(Training and Assessment\) Procedure](#)
- [Training and Assessment Policy](#)
- [Training and Assessment Strategies Development Policy](#)
- [Training and Assessment Strategies Development Procedure](#)

## 4.3 Related Documents

- Training and Assessment Strategy Template and Attachments
- Annual training and assessment strategy self-evaluation and TAS update template
- [Australian Core Skills Framework \(ACSF\)](#)
- [Australian Qualifications Framework \(AQF\)](#)

## 5. Definitions

All terminology used in this procedure is consistent with definitions in the [CIT Policy Glossary](#).