Canberra Institute of Technology
RTO Code 0101 | CRICOS No. 00001K

Training and Assessment Strategy (TAS) Review and Approval Procedures

Contents

Owner: Executive Director, Education Futures and Students
TRIM Number: CIT2024/624
Category: Training
Approval for Open Access - yes

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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 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 *the Standards for Registered Training Organisations (RTOs) 2015.*

Teaching teams cannot deliver a training product until the TAS for that course is endorsed by the Academic Council. TAS will be presented to the Academic Council as a standing agenda item at each scheduled meeting, post review by the Teaching and Learning Quality Committee (TLQC).

The Senior Education Leader is responsible for monitoring all TAS documents for currency and compliance.

3.1 TAS Review

An existing TAS will be reviewed at least annually as part of the PRI and a part of the systematic cycle of review and where new cohorts of students are enrolled in existing courses but require a distinctive delivery and/or assessment mode to meet their needs.

Representatives from Education Services and CITSOL, the relevant Head of Department and College Director will jointly review each TAS and recommend approval to Academic Council via the Teaching and Learning Quality Committee (TLQC).

The process of 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

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- 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.

Refer: **TAS Development Procedure**

Step	Action	Responsibility
1	**Review each TAS at least annually.** Head of Department Education Quality or nominee provides advice on: • cohort descriptors • staff currency and competency • industry and other stakeholder engagement • on-the-job training requirements for Australian Apprentices • amount of training/volume of learning • ASCF levels • AQF level • transition plans • pathway • alignment to student information Head of Department checks and provides advice on TAS content, including: • units and packaging rules and entry pre-requisites met • sequencing	College Director Head of Department Head of Department Education Quality or nominee Head of Department Program Services or nominee Senior Compliance Manager CITSOL

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Step	Action	Responsibility
	- delivery mode and cohort - assessment methodology. Head of Department, and Head of Department Education Quality jointly agree to the: - approval and adoption of the existing TAS and submission to the Academic Council for endorsement, or - approval and adoption of the existing TAS with minor amendments and submission to the Academic Council for endorsement, or - rejection and resubmission of the TAS. Document review meetings, rationale for decision and final decision.	
2	**Rejection and Resubmission** Within agreed timelines review and resubmit TAS to the College Director, Head of Department Education Quality (or nominee) and Head of Department Program Services (or nominee) for consideration.	Head of Department
3	**Approval and Adoption** Submit TAS templates and Appendices to the Academic Council with recommendations for approval and adoption.	College Director and Education Design and Delivery Lead

3.2 TAS approval

Step	Action	Responsibility
1	Establish a schedule of meetings for consideration of recommendations from College Directors for approval of TAS. *Note: The academic governance arrangements to consider recommendations for the approval of TAS may be undertaken by a recognised sub-committee of the Academic Council.* *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.*	Academic Council / Teaching and Learning Quality Committee
2	Consider recommendations of the College Director for approval and adoption of TAS.	Academic Council / Teaching and Learning Quality Committee
3	Minute decisions of the Academic Council to either endorse the approval and adoption of the TAS or require resubmission of the TAS.	Academic Council

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Step	Action	Responsibility
	Communicate the decisions to the College Director and Senior Education Leader, ensuring details of any rectifications and any other actions.	
4	Communicate the decision of the Academic Council to Heads of Department.	College Director
5	Amend TAS and re-submit for approval.	Head of Department, College Director
6	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
7	Communicate relevant stakeholders of changes to marketing materials and course information.	Head of Department

4. Supporting Documents

4.1 Legislation/Regulation

- *Standards for RTOs 2015*

4.2 Policy and Procedures

- *Assessment Policy*

- *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 Appendices:

    o Delivery Structure (includes sequencing of units and outline any pre-requisites or co-requisites)

    o Web Handbook (information for prospective students including costs and any pre-requisites or co-requisites)

    o Volume of Learning Table

    o Transition Table and template

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- o Training Package Qualification Requirements

- o Banner Program Requirements (CAPP) report

- o Banner Subject Listing by Program Report

- o Industry and Other Engagement

- o Student Timetable (includes times, dates, location, CRNs, sequencing of units)

- TAS Review template

- Australian Core Skills Framework (ACSF)

- Australian Qualifications Framework (AQF)

- CIT TAS Processes and Procedures Guide

5. Definitions

All terminology used in this procedure is consistent with definitions in the CIT Policy Glossary.

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