



Quality Training and Assessment Policy

To provide quality training CTAS Education is committed to adhering to the Standards for RTOs 2015, The Australian Quality Framework (AQF) and the Vocational Education and Training (General) Regulations 2009. As well as complying with the training and assessment requirements outlined in the relevant training package.

CTAS Education believes in providing quality training and therefore, where possible, CTAS Education provides hands on training in the work environment. Our trainers use a variety of methods to provide training including; demonstrations, researching information together, discussing scenarios, role playing, discussions and conversations and written information or reading from textbooks.

CTAS Education implements an assessment system that is conducted in accordance with the principles of assessment and the rules of evidence. Therefore CTAS Education will ensure that all assessments (including RPL assessments) conducted are fair, flexible, valid and reliable and that all evidence used/collected is valid, sufficient, authentic and current.

For a learner to be assessed as competent CTAS Education will ensure that the learner demonstrates their:

- Ability to perform the skills and /or tasks in a variety of workplace situations or simulated situations.
- Understanding of what they are doing and why
- Ability to integrate performance with understanding
- Ability to adapt to different contexts and environments

To ensure a quality approach to training, assessment and development CTAS Education strives to:

- Remain compliant with the standards and requirements that fall within our registered scope and profile.
- Focus on the strategies, targets, and principles of the organisation.
- Meet the assessed needs of learners.
- Respond to the requirements of the Early Childhood sector.
- Support training and professional development of all staff in line with their roles and responsibilities and to provide staff equal opportunity for training and development.
- Instil a continuous learning and improvement philosophy within the organisation
- Assess work environments to ensure they are suitable with access to appropriate resources for those undertaking traineeships.
- Adhere to the principles of assessment and rules of evidence.
- Make reasonable adjustments to training and assessment to meet the needs of learners, where required.
- Develop comprehensive training and assessment strategies that outline all aspects of training and assessment and are available to view upon request.
- Conduct regular validations on all training and assessment tools and documentation for all training products on scope.
- Ensure trainers and assessors maintain the currency of their skills and knowledge in their industry area and in vocational education and training.
- Develop training and assessment tools and resources that meet all requirements of the unit/module and training package.

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