

This checklist serves as a guiding tool for the development of a Training and Assessment Strategy (TAS) and for verifying that all necessary steps for quality assurance are followed in its development.

Additionally, during the review process, this checklist serves as a tool for confirming the status of all TAS components and identifying any updates required. An endorsement is sought through the Academic Board prior to the approval of Chief Executive Officer. The checklist also acts as a final record of approval by the Chief Executive Officer. The Head of VET is responsible for taking all necessary steps to address the items in this checklist

Training Product:	
Short description: (Qualification, short course, duration, mode of delivery, etc)	
Reviewer:	
Date:	

Note: Please complete all sections below. Add comments if there are specific instructions to provide comments.

Training and Assessment Strategy Considerations			
	Questions	Response	Comments
1.	Were the qualification or training product details in the National VET Register (training.gov.au) thoroughly reviewed? Please specify any notable training package requirements that influence the TAS development.	Yes No N/A	
2.	Are there any applicable occupational licensing, certification, or specific legislative requirements associated with this training product? If yes, please specify in the comments section and explain how you have addressed them.	Yes No N/A	
3.	Have you undertaken sufficient industry consultation? Briefly outline the extent and outcomes of industry engagement in the comments section.	Yes No N/A	
4.	Have you investigated options, compared, and assessed commercially available learning materials and assessment tools? Please outline your findings.	Yes No N/A	

5.	<p>Have you identified appropriate elective units in accordance with the packaging rules?</p> <p><i>While selecting the electives, it is essential to consider the following: :</i></p> <p><i>Valid and industry-supported outcomes.</i></p> <p><i>Pre/co-requisites</i></p> <p><i>Possible work placement or simulation requirements within the assessment conditions.</i></p> <p><i>Availability of appropriate learning and assessment resources.</i></p> <p><i>Availability of required facilities and equipment</i></p> <p><i>Placement of core and elective units within the complete course structure.</i></p> <p>Please briefly explain these considerations in the comments section.</p>	<p>Yes</p> <p>No</p> <p>N/A</p>	
6.	<p>Have you considered the entry requirements and packaging rules and made appropriate plans accordingly.</p>	<p>Yes</p> <p>No</p> <p>N/A</p>	
7.	<p>Have you conducted an analysis of the target learner cohort?</p> <p>Please specify any notable learner characteristics that influence the TAS development.</p>	<p>Yes</p> <p>No</p> <p>N/A</p>	
8.	<p>Have you considered a course delivery structure and unit sequence?</p> <p>Please briefly explain this consideration in the comments section.</p>	<p>Yes</p> <p>No</p> <p>N/A</p>	
9.	<p>Have you considered the enrolment and delivery model?</p> <p>Please briefly explain this consideration in the comments section.</p>	<p>Yes</p> <p>No</p> <p>N/A</p>	
10.	<p>Have you considered the course duration and the amount of training and assessment?</p> <p>Please briefly explain this consideration in the comments section.</p>	<p>Yes</p> <p>No</p> <p>N/A</p>	
11.	<p>Have you identified and provided details on the proposed training methods?</p>	<p>Yes</p> <p>No</p> <p>N/A</p>	

12.	Have you identified and explained the proposed assessment methods?	Yes No N/A	
13.	Have you identified the preferred trainer ratio?	Yes No N/A	
14.	Have you identified and provided details on the Language, literacy, numeracy proficiency and digital literacy requirements?	Yes No N/A	
15.	Have you identified and provided details on the mandatory work placement requirements?	Yes No N/A	

Confirmation of Elements Checklist

1.	Training product details (code, name, training package) is mentioned in the document.	Yes	No	N/A
2.	Core and elective units are mentioned as per the packaging rules.	Yes	No	N/A
3.	Course duration is specified.	Yes	No	N/A
4.	The volume of Learning is specified including the amount of training and assessment separately.	Yes	No	N/A
5.	The rationale for the amount of training and assessment is provided where it varies from the AQF benchmark volume of learning.	Yes	No	N/A
6.	Delivery mode is identified.	Yes	No	N/A
7.	Delivery location is identified.	Yes	No	N/A
8.	Entry requirements are identified.	Yes	No	N/A
9.	Pre/co-requisites are identified.	Yes	No	N/A
10.	The Target group is described.	Yes	No	N/A
11.	Trainer ratio is identified.	Yes	No	N/A

12.	Work placement arrangements are explained including organising responsibility, dress and personal equipment, minimum time or attendance pattern, orientation and induction, volunteer insurance, supervision arrangements, scope of work (tasks) to be performed, third party evidence requirements, monitoring and reporting arrangements, workplace logbook, statutory requirements to be satisfied (such as working with children check).	Yes	No	N/A
13.	Supervised training activities (theory and practical) identified for each unit of competency.	Yes	No	N/A
14.	Non-supervised training activities (online learning, self-paced learning, workplace learning) identified for each unit of competency.	Yes	No	N/A
15.	Assessment events and tasks identified for each unit of competency showing when these are issued and are due over the course duration.	Yes	No	N/A
16.	Unit sequencing is specified and displays how learning and assessment activities for each unit of competency may link or overlap in parallel activity.	Yes	No	N/A
17.	Includes details of resource requirements including learning materials, assessment tools, trainers and assessors, equipment, consumables and facilities.	Yes	No	N/A
18.	Includes details of industry consultation that informs the course development including the industry representatives engaged with and the outcome of the industry consultation.	Yes	No	N/A
19.	Includes a plan for post implementation review of the strategy.	Yes	No	N/A
20.	Includes a detailed course program that shows the sequence and structure of the planned learning and assessment activities over the course duration.	Yes	No	N/A
21.	Includes a detailed equipment inventory where required.	Yes	No	N/A
22.	Includes a trainer matrix that shows the trainers identified to support the delivery of the course.	Yes	No	N/A

If you have answered "No" for any of the items in this table, kindly explain in the space below.

You can clarify your "No" response by indicating if the item is not applicable or not necessary, or if it requires further actions and improvements, and so forth. If all responses are "Yes", you may leave this space blank.

Outcome

If you have identified any necessary improvements, please explain in the space below.

You may leave this space blank if you have no further comments.

The Training and Assessment Strategy has been finalized and/or reviewed and is prepared for implementation. Or

The training and Assessment Strategy requires further improvements as outlined in the comments above.

Reviewer Name:

Signature:

Date:

CEO Name: (Approval)

Signature:

Date: