

Understanding Training and Assessment

Training involves teaching others in specific knowledge, skills and/or behaviours. Meanwhile, assessment measures whether a person has acquired the ability to apply what they've been taught. Both elements, training and assessment, are key functions for Registered Training Organisations (RTOs) in Australia's Vocational Education and Training (VET) sector. Successful completion of this combined process can lead to a nationally recognised qualification.

Australia's VET sector uses a system known as 'Competency Based Training' (also known as 'Competency Based Assessment'). In terms of VET, 'competency' is an expression of performance, and relates to performing particular activities to specific standards. The focus of Competency Based Training is on what a learner is able to do at the end of training. Therefore, given that VET is geared toward specific outcomes that reflect required competencies in the workplace, training and assessment in VET is about skilling people for industry.

Planning and Preparation

Delivery of training requires a certain amount of planning and preparation. Aside from the content to be covered in the training session, there are things to consider such as:

- **Training room availability and/or workplace appointments** - ensure that the training room is available for the set training dates and times. Also, arrange any necessary workplace appointments in advance.
- **Required Materials & Resources** - Prepare all the necessary materials and resources required for the training session. These may include handouts, presentations, equipment, or online resources.
- **Workplace health and safety implications** - Consider the health and safety implications of the training environment and activities. Ensure that all aspects of the session comply with workplace health and safety regulations.
- **Learner needs** - Understand and accommodate the varying needs of the learners, including their learning styles, abilities, and any special requirements.

Legislative Requirements

VET is underpinned and supported by a legislative and regulatory framework, and Registered Training Organisations (RTOs) need to be aware of their compliance obligations in delivering training and assessment. They also need to be aware of their obligations to deliver training and assessment that meets the performance and knowledge requirements of each unit of competency and other requirements of relevant Training Packages.

An RTO and its trainers and assessors are required by the Standards for RTOs 2015 to plan effective strategies that are holistic in terms of delivery of training, as well as the assessment of training outcomes. It is the responsibility of an RTO to ensure that the amount of training is 'sufficient', and it may be that multiple strategies for training be developed if the needs of different cohorts require different approaches.

It is also recommended that feedback on the delivery of training from students and other stakeholders is used to inform future training delivery and to contribute to overall continuous improvement for the trainer and/or RTO. Above all, the delivery of training should be of a quality and standard that promotes the positive reputation of an RTO and equips learners with appropriate knowledge, skills and abilities for the workplace and/or further study.

Clause 1.13 - 1.16 of the Standards for Registered Training Organisations (RTOs) 2015 mandate specific requirements regarding trainer and assessor vocational competence and currency. This also means that an RTO must ensure it has trainers and assessors who have the vocational competencies and necessary qualifications to train and assess all the units on its scope of registration.

Note: This VET Fact Sheet provides general information and should not be considered as legal advice.