

## Understanding Training Product Reviews

A Training Product Review is a systematic evaluation process of training materials, resources, assessments, and related processes associated with a particular training product, such as a qualification or a skill set. It is crucial to ensure the quality of assessors, bolster an RTO's credibility and its reputation within the industry, and maintain a high standard of training delivery.

### Why Conduct a Training Product Review?

#### **Compliance with Standards:**

- Standards require regular review of training products to ensure quality and consistency.
- Demonstrating a systematic review process and a regular schedule for reviews is part of compliance.

#### **Quality Assurance:**

- Ensuring the quality of materials and processes is crucial.
- Reviews assess if the training product meets the validity and reliability requirements, yields consistent outcomes, and is delivered uniformly across trainers.

#### **Adherence to Assessment Principles and Rules of Evidence:**

- Reviews check if principles of assessment and rules of evidence are upheld.
- They assess if the same types of assessments are being implemented, if there's a consistent marking guide, and if it's being used uniformly.

#### **Continuous Improvement:**

- Reviews can lead to continuous improvement of management systems by identifying areas for improvement.
- It helps improve training products and processes.

### The Benefits

#### **Credibility:**

- Regular reviews increase the credibility of a Registered Training Organisation (RTO) in the community and industry.
- By demonstrating a systematic approach and quality assurance, an RTO can solidify its status and reputation.

**Feedback:**

- Review processes evaluate the effectiveness of feedback provided to learners, ensuring it supports their needs and helps them improve.
- It ensures that feedback is provided when needed and assesses its effectiveness.

**Response to Industry Changes:**

- Regular reviews ensure that training products remain relevant and updated according to industry standards and changes.
- It aids in keeping the training products in line with recent developments, demands, and resource utilization.

**Support to Trainers and Assessors:**

- Reviews help identify areas of improvement for trainers and assessors, promoting their professional development.
- It ensures consistency in judgments and the assessment process.

## What to evaluate?

In a training product review, we focus on evaluating a range of factors to ensure the delivery and assessment of the training are effective, compliant, and contribute to desired learning outcomes.

**Assessment Tools and Instruments**

- Validity, reliability, flexibility, and fairness of the tools and instruments used.
- The type of evidence generated and its adherence to the rules of evidence: validity, sufficiency, authenticity, and currency.

**Training Assessment Strategy (TAS)**

- Review of elements identified on the TAS - see: FactSheet - Understanding TAS Program Delivery Reviews
- The designated methods of assessment for the specific unit of competency.
- Confirmation of the usage of these methods. If not, adjustments are required either in the assessment tools or the TAS.

## **Assessment Processes**

- The extent of adherence by assessors to the marking guides.
- The existence of detailed assessment records, indicating the criteria for 'ticks' with comments or notes.

## **Validation Follow-ups**

- Regular follow-ups post-validation to ensure that any action points have been addressed.
- Implement timelines and assign responsibilities for follow-through processes.

## **Recognition of Prior Learning (RPL)**

- Recognition of RPL as an assessment process, following the same rules.
- Availability of a proper RPL tool that includes components like a competency conversation, practical tasks, etc.
- Ensuring assessors' ability to use the RPL tool correctly.

## **Student Work Review**

- Analysing a representative sample of student work.
- Evaluating the judgements and comments by the assessors.
- Adherence of the assessors to the marking guide, particularly in open-ended questions.

## **Assessment of Knowledge and Skills**

- The necessity of evaluating both knowledge and skills.
- Ensuring understanding of the practical application of knowledge and its relevance to the workplace.

Remember, the tools should meet the principles of validity, reliability, flexibility, and fairness. The evidence being gathered should be authentic, valid, sufficient, and current. A thorough training product review should encompass all the above facets to ensure the quality and effectiveness of the training delivered, as well as compliance with relevant standards and regulations.

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