The Training and Assessment Strategy is the framework that guides the learning requirements and the training and assessment arrangements of a qualification and is reviewed at least annually.

**HANDOUT 4 - TAC Education Workshop –** Designing RTO Training & Assessment Strategies

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| **Registered Training Organisation** | Awesome RTO Pty Ltd | **RTO NO:** | 555 555 |
| **Qualification Code and Title** | RII30815 - Certificate III in Civil Construction Plant Operations | **Release:** | 3 |
| **Location** | 60 Forever Street, Esperance. | | |

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| **COURSE DETAILS** |

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| **Purpose** | The purpose of this qualification is to provide workers on the Albany to Esperance Road Project with the knowledge and skills required to deliver this significant infrastructure initiative.  This will be a primary source of employment for the next 3-5 years in the Great Southern region. To undertake these tasks, a variety of personnel will be required – operators (loaders, graders, rollers), traffic control personnel and general site personnel, many of these skills can be obtained from completing a Certificate III in Civil Construction Plant operations. |
| **Target Client Groups** | This course is designed for a youth cohort (18-24). There is significant youth unemployment in the Albany Esperance region. Most of the cohort will be high school graduates and they will likely hold at least one Certificate II qualification. the group has good literacy, language, and technology skills. Some assistance is likely to be required with numeracy. Students will be tested upon entry to determine support levels required.  The group are generally not independent learners and the structured training approaches chosen for the qualification are aimed at supporting the group, while their learning skills are enhanced in the early blocks of the program. |
| **Duration** | The course durations is expected to be xxx (12 – 18 months??) |
| **Licensing Requirements** | This program does not have any specific licensing requirements. |
| **Pre/Co-requisites** | The program has no prerequisites or co-requisites, or other regulatory entry requirements. |
| **Client Entry Requirements** | While there are no entry requirements for this qualification, the targeted participants are unemployed youth. Should the required workforce exceed the numbers interested from the target cohort the program may be widened to other participants. |
| **LLN Levels** | Language, literacy and numeracy requirements for entry into and completion of the program have been considered.  All participants will complete an LLN Robot assessment at recruitment. Assistance will be provide as needed.    Exit levels for the qualification are:    <https://vetnet.gov.au/Public%20Documents/Foundation%20Skills%20Companion%20Volume_FINAL_Feb2015.pdf> |
| **Pathways** | All candidates who undertake the RII30815 - Certificate III in Civil Construction Plant Operations are provided with advice on employment and further training options.  Candidates who successfully complete the RII30815 - Certificate III in Civil Construction Plant Operations may choose to continue to further studies to a more general civil construction qualification at Certificate II or as an alternative: RII40615 - Certificate IV in Civil Construction Operations (Release 3)RII40815 - Certificate IV in Civil Construction Design (Release 3 |
| **Job Outcomes** | Typical employment outcomes that may be achieved through completing this qualification include:   * Plant Operator * Labourer   Whilst no guarantee of ongoing employment is provided, this is an employment-based opportunity with RoadsWA. If the participants do not continue their employment with RoadsWA Awesome will offer job search assistance and support to successful candidates through its industry partnerships. |

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| **COURSE STRUCTURE** |

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| **Qualification Packaging Rules** | This qualification requires the completion of a total of 19 units comprising:  14 core units plus  5 elective units, of which:   * at least two (2) must be chosen from Group A * a further three (3) may be chosen from Group A, B, or C   no more than one (1) may be chosen from elsewhere within this training package, or from another endorsed training package, or from an accredited course  The general elective units must contribute to the vocational outcomes of the qualification. |
| **Units of Competency** | Awesome, through consultation with industry representatives, has determined that the following list of units will provide candidates with the best opportunities for future employment. The records of industry consultation are stored at: **RTO/Courses/Plant Operations/IC/**   | **Code** | **Unit of Competency** | **Core or Elective** | | --- | --- | --- | | RIIBEF201D | Plan and organise work | C | | RIICCM201D | Carry out measurements and calculations | C | | RIICCM202D | Identify, locate and protect underground services | C | | RIICCM203D | Read and interpret plans and specifications | C | | RIICCM205E | Carry out manual excavation | C | | RIICCM206D | Support plant operations | C | | RIICCM207D | Spread and compact materials manually | C | | RIICCM208D | Carry out basic levelling | C | | RIICOM201D | Communicate in the workplace | C | | RIISAM201D | Handle resources and infrastructure materials and safely dispose of non toxic materials | C | | RIISAM203D | Use hand and power tools | C | | RIISAM204D | Operate small plant and equipment | C | | RIIWHS201D | Work safely and follow WHS policies and procedures | C | | RIIWMG203D | Drain and dewater civil construction site | C | | **Electives** |  |  | | RIIMPO318F | Conduct civil construction skid steer loader operations | E | | RIIMPO320F | Conduct civil construction excavator operations | E | | RIIMPO321F | Conduct civil construction wheeled front end loader operations | E | | RIIMPO323E | Conduct civil construction dozer operations | E | | RIIMPO324F | Conduct civil construction grader operations | E | |
| **Class Size** | Minimum students per course = 4  Maximum students per course = 6  Typical class size is 6 students. |
| **Amount of Training** | The Australian Qualifications Framework indicates that a course at Certificate III level qualification would generally take someone with no prior knowledge whatsoever between 1200-2400 hours to complete.  The total course duration is xxx hrs, the typical amount of training required to prepare a candidate for assessment is calculated to **xxx hours**.  Please see course hours calculator at **RTO/Courses/Plant Operations/AOT/ Course\_Calcultor.xlsx**  **Justification**  Add description of how the hours for the qualification have been determined. This must use the following criteria to justify the hours.   * existing knowledge and skill of the learner * units that are clustered because of common content * mode of delivery – self paced for example |
| **Mode of Delivery** | This course is delivered over xx days.  The program has been planned to give students the most effective outcomes, with embedded flexibility to cater for those who require adjustment in delivery and assessment.  The course is taught in 5 blocks.  **Block One**   |  |  | | --- | --- | | RIICCM205E | Carry out manual excavation | | RIICCM207D | Spread and compact materials manually | | RIICOM201D | Communicate in the workplace | | RIISAM201D | Handle resources and infrastructure materials and safely dispose of non toxic materials | | RIISAM203D | Use hand and power tools | | RIIWHS201D | Work safely and follow WHS policies and procedures |   **Block Two**   |  |  | | --- | --- | | RIICCM201D | Carry out measurements and calculations | | RIICCM203D | Read and interpret plans and specifications | | RIICCM206D | Support plant operations | | RIISAM204D | Operate small plant and equipment |   **Block Three**   |  |  | | --- | --- | | RIIBEF201D | Plan and organise work | | RIICCM202D | Identify, locate and protect underground services | | RIICCM208D | Carry out basic levelling |   **Block Four**   |  |  | | --- | --- | | RIIMPO318F | Conduct civil construction skid steer loader operations | | RIIMPO320F | Conduct civil construction excavator operations | | RIIMPO324F | Conduct civil construction grader operations |   **Block Five**   |  |  | | --- | --- | | RIIWMG203D | Drain and dewater civil construction site | | RIIMPO321F | Conduct civil construction wheeled front end loader operations | | RIIMPO323E | Conduct civil construction dozer operations |   x days a week for x hours allocated to each day.  Delivery throughout the program will include:   * Theory training sessions incorporating trainer and / or Industry representative led presentations and videos, * Group discussions, * Demonstration of practical skills followed by individual practice. * Group activities, * Individual activities and tasks, * Instructor led scenario-based practices with all participant’s working individually and in groups as necessary and dictated by workplace requirements, and   Delivery materials are available at  **RTO/Courses/Plant Operations/Training Materials/**  Awesome supports the learning by providing: (Add and delete as necessary)   * Workplace Mentoring * LLN Support (**Numeracy**) |
| **Assessment methods** | To successfully complete the qualification, each student will need to be assessed as competent in all 19 units listed on page 3 of this strategy.  Where a student exits the qualification prior to completion a statement of attainment will be issued for the units the student has successfully completed.  Where insufficient evidence is provided in response to an assessment task, the assessor is required to assess the unit as Not Yet Competent (NYC).  NYC is not a fail; it is an assessment result that indicates that not all aspects of the assessment were demonstrated in sufficient detail.  Where this occurs, the trainer may reassess the students:   * by verbally asking questions to ensure knowledge has/has not been learnt, * by asking the student to simply provide additional information, * by requesting that the student redo the assessment or * upon completion of the candidate undertaking additional training in the unit to build the student’s knowledge conduct the assessment again.   All candidates are given 2 opportunities for reassessment. If a candidate is still Not yet Competent, any further training and assessment activities after this will incur an additional fee.  Assessment for this qualification includes:   * Theory assessments (verbal questioning or written tests), * Practical skills assessments which will be conducted in the training yard to test skill acquisition and then in the workplace to test the application of skill and knowledge to workplace standards. |
| **Reasonable Adjustment** | It is possible that assessment activities may be altered to suit the characteristics or equity needs of learners.  Any requirements for reasonable adjustment will be determined through the enrolment process in negotiation with the learner and the trainer and assessor. All adjustments must be approved by XXXXX . All adjustments must maintain the integrity of the unit of competency. All adjustment agreements are to be stored with the individual student file. |
| **Assessment Tools** | Evidence of competency is recorded through:   * Assessment records – for overall collection and recording of evidence to enable a decision of competency * Assessment questions and answer keys – for knowledge evidence * Practical Skills Assessments – for skills evidence * Scenario bases observation checklists – for holistic demonstration of skills and knowledge evidence in the workplace   Assessment tools for this qualification are stored at:  **RTO/Courses/Plant Operations/Assessment Tools/** |
| **Assessment Conditions** | Off the job assessment will be carried out before on the job assessment. On the job assessment will be undertaken by the RoadsWA designated assessors. |
| **Delivery Schedule** | Optional section. If appropriate you can add a delivery schedule here. |

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| **Industry Consultation** | Industry representatives consulted regarding course structure, contextualisations and content are listed below. The consultation records are stored at **RTO/Courses/Plant Operations/IC/RII30815**   |  |  |  |  | | --- | --- | --- | --- | | **Date** | **Contact Person** | **Organisation and contact number** | **Outcomes** | | 5 June 20 | Susie Blue | RoadsWA  0407555555 | Broad industry requirement for Albany to Esperance Project | | 20 June 20 | Susie Blue | RoadsWA  0407555555 | Qualification and unit selection. Agreement on accessing facilities. Trainer / Assessor requirements. | | 25 June 20 | Marion Mervel | Esperance SHS | Clarity on knowledge , skills of targeted learners | | 25 June | Pauly Cabot | PCYC | Learner Characteristics and effective approaches | | 12 July 20 | Peter Pumpkin | RoadsWA | Site and Equipment tour, Resource and scheduling development | |
| **Recognition Arrangements - Recognition of Prior Learning (RPL)** | RPL is offered to each student during enrolment into the qualification.  To apply for RPL, the student will be required to complete an application form and participate in the RPL process as per the RTOs processes. |
| **Recognition Arrangements - Credit Transfer** | Should a candidate hold a qualification or Statement of Attainment showing any unit of competency within this course, they may apply for a credit transfer.  In this case the student will provide a copy of the document along with the original to Awesome. The original will be returned to the candidate upon verification. The copy will be included in the student’s file as evidence of competency.  Note: Superseded units of competency that are deemed equivalent may be used to aid a candidate applying for Credit Transfer however, current knowledge and skills will need to be verified.  The issuing RTO will be contacted to provide verification of the document before a credit transfer is granted. |

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| **Resources** |

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| **Facility Requirements** | Facilities required to complete this qualification include:   * Classroom facilities for theory training * Awesome Training Yard * RoadsWA yard * Esperance Shire Council Yard |
| **Equipment Requirements** | Awesome has reviewed the equipment requirements for each unit of competency in the qualification and guarantees it has access to the required equipment needed to implement the program. This information is contained in Equipment Lists that are prepared for each unit. The lists are stored in The Course Folder  **RTO/Courses/Plant Operations/Resource Lists/** |
| **Learning and Assessment Resources** | Trainer Resources for this qualification are stored at **RTO/Courses/Plant Operations/Training Materials/** and include:   * Trainer Handbook * PowerPoints * Handouts   Learner Materials for this qualification are stored at **RTO/Courses/Plant Operations/Training Materials/** and include:   * Student Workbook   Assessment tools for this qualification are stored at **RTO/Courses/Plant Operations/Assessment Tools/** and include:   * Written Assessment Tools * Skills Observation Checklists * Workplace Assessment Tools |
| **Trainers and assessors** | Awesome establishes and verifies that the Trainers and Assessors meet nationally agreed competency requirements and continue to develop their skills and knowledge in their field.  Please see details in the staff matrix found at **RTO/Governance/Staff/staff\_matrix.xlsx**   | **Name** | **TAE40116 or alternative** | **Vocationally Competent** | **Industry Current** | | --- | --- | --- | --- | | PA - Awesome | TAE40116 | RII30815 | YES | | MM - Awesome | TAE40116 | RII30815 | YES | | CC - Awesome | TAE40116 | RII30815 | YES | | JJ - RoadsWA | x | x | x | | PP - RoadsWA | x | x | x | |
| **Support services arranged by RTO** | Awesome offers the following support to all enrolled students:   * Workplace Mentoring * LLN Support (**Numeracy**) |

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| **Validation** |

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| **Validation** | This qualification will be validated in accordance with the RTOs validation schedule. The schedule can be accessed at **RTO/Governance/Validation/Validation\_Schedule.xlsx** | | |
| **Stakeholder Feedback** | To assist in improvement processes Awesome will actively seek feedback from:   * Participants of the program both during and after completion of the program, * Employers of graduates of the program * Community groups * Add / delete as required and specify groups   All feedback is reviewed by the Compliance Manager to determine what if any action will be taken. All improvement actions are tracked to assure that they are completed and successfully implemented. Please See the CI Register at  **RTO/Governance/CI/CI Register.xlsx** | | |
| **Transition Arrangements** | The Compliance Manager is registered with the National Register database to ensure that any changes to the units or qualification are identified and required changes to the strategy and any supporting documents are made.  Where significant changes are required a transition plan will be established to manage the process. | | |
| **Date of Next Review** | Insert Date | | |
| **CEO Approval - Full Name** | | xxx |
| **Signature** | | xxx |
| **Date of Approval** | | xxx |