TRAINING AND ASSESSMENT STRATEGY QUALITY REVIEW TOOL

ABOUT THIS DOCUMENT

This document has been designed to be used as a quality review tool for training and assessment strategies prior to industry consultation and then approval.

CHECKLIST

DATE:		TRAINING PRODUCT:	
DOCUMENTS REVIEWED:			
OVERALL FINDINGS:			

QUESTION	Y	N	COMMENTS
Does the Training and Assessment Strategy include the code and title of the training product?	☐	☐	
In the case of a qualification, do the electives chosen meet the packaging rules?	☐	☐	
Has the target group been clearly identified and described?	☒	☐	

QUESTION	Y	N	COMMENTS
Are the entry requirements clearly specified, appropriate and meet any training product requirements?	☐	☐	
Is the mode/s of delivery clearly described and relevant to the target group and requirements of the training product?	☐	☐	
Is information on how the learning environment promotes and supports the diversity of students included?	☐	☐	
Is the amount of time allocated for the instruction, practice, feedback and assessment sufficient and appropriate? *Consider:* • *target group* • *volume of learning* • *training techniques* • *assessment requirements.* • *specific requirements of the training product such as work placement.*	☐	☐	
Is all information about assessment included? *Consider:* • *assessment methods*	☐	☐	

QUESTION	Y	N	COMMENTS
• *timing of assessments* • *workplace assessment requirements* • *assessment methods.*			
Is all information about learning resources included? *Consider:* • *delivery methods* • *timing of learning* • *workplace learning requirements* • *delivery methods.*	☐	☐	
Are all physical resources requirement listed, and do they address the requirements of the unit (check the assessment conditions of each unit included)?	☐	☐	
Where the training product requires work-integrated learning, work placements or other community-based learning, is this clearly described in the Training and Assessment Strategy including: • how it is ensured that the environment is appropriate • the duration • scheduling	☐	☐	

QUESTION	Y	N	COMMENTS
• arrangements for checking facilities and equipment and all roles and responsibilities?			
Is the Training and Assessment Strategy clear enough so that it can be easily interpreted and used?	☐	☐	

Please complete your details below.

NAME	
POSITION	
ORGANISATION	
EMAIL	
PHONE	
DATE	
SIGNATURE	