

POLICY TITLE: Course Quality Control & Review (VET)

Purpose

Photography Studies College (Melbourne) is committed to providing students with a quality, transformational learning experience through their engagement with their studies.

This policy describes the policy and procedures to ensure the integrity and quality of the courses and the procedures for ensuring regular course quality and review in Photography Studies College (Melbourne)'s vocational education and training (VET) courses.

Policy

Photography Studies College (Melbourne) is committed to a program of quality control and regular review and improvement in the content, delivery and assessment of all its courses. Photography Studies College (Melbourne) ensures that its VET accredited courses and any training package courses are delivered through high quality training and assessment practices that:

- meet the requirements of the VET accredited course standards and monitoring as specified in the Standards for VET Accredited Courses 2012, VAC 8 or
- meet all the requirements specified in the relevant training package or training package unit/s and are:
- responsive to industry and learner needs;
- delivered by appropriately qualified trainers and assessors supported by high quality services, facilities and equipment.

Procedures

Photography Studies College (Melbourne) systematically monitors its training and assessment strategies and practices and incorporates feedback into its courses to ensure they are of high quality and consistent with the requirements of VET accredited courses and/or training packages.

Photography Studies College (Melbourne) incorporates the following strategies to inform the review of its vocational courses and delivery methods through:

- Student evaluations at the completion of each unit of the course
- Validation of assessment tools – Learner Guides, Assessment Guides and Mapping documents
- Assessment outcome moderation
- Quality Indicator Learner Questionnaire
- Self-Assessment process against compliance with the Standards for RTOs 2015
- Course monitoring processes
- Trainer/Assessor vocational competency mapping and professional development plans.

The outcomes of such inform the review of assessment strategies and practices.

Outcomes of reviews are documented as part of the College's Continuous Improvement Process.

If, as a result of course review and feedback, unit evaluations and feedback and continuous improvement, changes to course content and/or unit competencies are identified and recommended, the Training Manager will determine and collate the recommendations and discuss with the VET Leadership Team. Any recommendations for course content improvement will be reported to the Managing Director and the VET Programs Advisory Committee (VPAC). Any recommended changes to units of competency in a VET accredited course must be reported to the VPAC who will determine whether the changes necessitate notification to ASQA of significant change as per the ASQA Standards for VET Accredited Courses.

1.1 Student Evaluation Feedback

Student evaluation feedback is provided to each individual trainer/assessor of the unit and reviewed together with the VET Training Manager.

The outcomes of the student evaluations are reviewed by the VET Training Manager in conjunction with the VET Leadership Team who will determine and act upon any training staff performance management issues identified in the student evaluation feedback. Outcomes of the student evaluations and student satisfaction levels are reported to the VPAC biannually. The Training Manager will also identify whether changes/modifications may be required to unit documentation, assessments or delivery modes. A report is provided to the Managing Director and the VPAC. Any issues identified as impacting on the Standards for RTO's or other regulatory compliance issues must be reported to the Regulatory Risk Committee (RCC) who will determine and monitor actions to resolve.

Recommended outcomes are reported as part of the Continuous Improvement Process.

1.2 Assessment Tool and Assessment Outcome Validation

Routine validation of training products (Learner Guides, Assessment Guides and Mapping) is undertaken as part of the compliance with the Standards for Registered Training Organisations (RTOs) 2015 standard 1.9, 1.10 and 1.11 to ensure that the assessment tools produce valid, reliable, sufficient, current and authentic practice.

The VET Training Manager maintains a schedule of a five-year plan for each training product which must be reviewed at least once in that period and at least 50 per cent of the training products validated in the first three years of the schedule.

Validation outcomes are reviewed by Training Manager who will provide a report on the outcomes and recommended changes to the RCC and the VPAC.

1.3 Quality Indicator Learner Questionnaire

Photography Studies College (Melbourne) is required to survey all students on an annual basis and to report to the regulator. The data collected for these reports is based on the Quality Indicator Learner Questionnaire which focuses on the extent to which learners engage in activities that are likely to promote high-quality skill outcomes and includes learner perceptions of the quality of their competency development and the support they receive from the College.

The data collated is internally and analysed by the VET Training Manager and the VET Leadership Team and is reported to the Managing Director, the RCC and the VPAC.

1.4 Self-Assessment against the Standards for RTOs 2015

On an annual basis and in preparation for the Annual Declaration on Compliance with the Standards for RTOs 2015 which is submitted to the regulator, the Australian Skills Quality Authority (ASQA) Photography Studies College (Melbourne) conducts a self-assessment on compliance against the Standards for RTOs 2015. This is undertaken by the Training Manager and the Managing Director, signed off by the Managing Director and a report is provided to the RCC and the College Board.

Following the self-assessment review, areas of improvements and actions are recorded onto the Continuous Improvement Register.

1.5 Course Monitoring Process

Role of the VET Leadership Team in Course Monitoring

The VET Leadership Team (VLT) which consists of the Student Services Administration Coordinator, the Training Manager and a trainer and assessor representative for each VET program provides operational oversight of VET course delivery and monitors the day-to-day VET education operations of the College ensuring a high standard of educational activity and quality at the College.

Role of the VET Programs Advisory Committee (VPAC) in Course Monitoring

The VPAC membership consists of industry representatives, trainer/assessor staff and course graduates. It provides a mechanism to the College to ensure training and assessment is aligned to current methods, technology, products and performance expectations for the workplace tasks specified in the College's vocational programs. The VPAC is engaged to provide feedback on how training and assessment has been provided and, on the resources, used for training and assessment.

1.6 Trainer/Assessor Vocational Competency and Professional Development

Photography Studies College (Melbourne) ensures that its trainers and assessors have the skills and knowledge relevant to the industry area in which they are delivering. Evidence of competence is captured by mapping the trainer's vocational competencies against the requirements of the training product. Trainers are also required to maintain, upgrade or develop new skills relevant to current industry needs. Photography Studies College (Melbourne) supports trainers to undertake professional planned activities that further develop their vocational knowledge and skills. At the beginning of each year the VET Training Manager meets with each VET trainer to determine their current skills and devise a professional development plan for the coming 12 months. The trainer and VET Training Manager meet again at 6 months to ascertain progress. At the end of the year the PD log is submitted by the trainer to the VET Training Manager for review.

2.1 Training and Assessment Strategy (TAS)

A Training and Assessment Strategy (TAS) is required for each VET course. These are developed by the Training Manager and reviewed and approved by the VPAC to ensure they meet the delivery requirements of the course and the industry relevance requirements. The VPAC provides an industry perspective on the currency of the training and assessment practices to ensure they meet the standards required.

Once approved by the VPAC, the TAS is then provided to the RCC for endorsement.

Prior to the commencement of delivery of a cohort, the TAS for that course must be customised specific to the learner needs of the cohort. Learner needs are determined by Pre-Training Reviews and individual interviews with students.

The VET Leadership Team monitors the ongoing training and assessment strategies and practices to ensure they are responsive to learner needs.

2.2 Training Plans

To ensure appropriate training is provided to each individual, and any reasonable adjustments required are taken into consideration, a specially designed training plan is developed for each student undertaking a VET training package course or unit of competency. The Training Plan is reviewed then signed by the student and the VET Training Manager before the commencement of study.

Responsibility

VET Training Manager
VET Programs Advisory Committee
VET Leadership Team
Trainer/Assessor Staff

Definitions

RTO – Registered Training Organisation
VET- Vocational Education and Training
VPAC – VET Programs Advisory Committee
RCC - Regulatory Risk Committee
ASQA - Australian Skills Quality Authority (ASQA)
TAS – Training and Assessment Strategy

Related Documentation

Policies

Professional Development
Assessment
Plagiarism
Records Management
Course Completion and Graduation

Procedures Forms & Documents

VET Programs Advisory Committee Terms of Reference
VET Leadership Team Terms of Reference
Training and Assessment Strategies
Student Evaluation Forms
Quality Indicator - Learner engagement survey
PSC Continuous Improvement Register
Standards for VET Accredited Courses 2012, VAC 8
Standards for Registered Training Organisations (RTO's) 2015
Course curriculum
Learner Guide
Session Outlines

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