

1. PURPOSE

To outline Holmesglen's commitment to quality training and assessment for:

- All vocational education and training (VET) courses listed on Holmesglen's Scope of Registration to meet requirements of the Standard for Registered Training Organisations 2015, Standards and other legislative requirements, and
- English Language Intensive Courses for Overseas Students (ELICOS) courses listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) to meet the requirements of The National Standards for ELICOS Providers and Courses (ELICOS Standards 2018) and other legislative requirements.
- Delivery of Senior Secondary and Foundation Secondary Courses to meet the Minimum Standards for Registration to Provide an Accredited Senior Secondary or Foundation Secondary Course.

2. SCOPE

Applies to all employees undertaking training and assessment activities and other educational support including educational services provided via a third party agreement in VET, ELICOS and Senior Secondary and Foundation Secondary courses.

This Policy does not include Higher Education delivery or assessment.

3. POLICY STATEMENT

Holmesglen's Training and Assessment System is informed by the Educational Quality Assurance Rule. Holmesglen is committed to ensure the quality of training and assessment for all courses on its Scope of Registration and CRICOS regardless of delivery mode or location through the implementation of the Quality Framework outlined in the Educational Quality assurance Rule and following the five stages of course cycle as illustrated in the [Appendix 1](#) of this Policy.

4. PRINCIPLES

Planning:

- 4.1. Holmesglen's Scope of Registration lists all approved courses for delivery and assessments are determined by the requirements of the Training Package or Accredited Course.
- 4.2. A cohort specific Training and Assessment Strategy (TAS) is developed for every course on Holmesglen's Scope of Registration and CRICOS.
- 4.3. The TAS is the overarching key architectural document for the whole system and informs marketing information for the course and factual information to allow prospective learners to make informed decisions.
- 4.4. Training and assessment resources and activities are sufficient and appropriate, contextualised to learning outcomes, learner needs, and industry requirements.
- 4.5. Teaching employees must abide by Holmesglen's Professional Standards and responsibilities for Teachers.
- 4.6. All physical, learning and human resources are adequate for the learner cohort and meets the prescribed needs of the course.
- 4.7. A transition plan is implemented within specified time frames as required when a course is superseded or not continued.
- 4.8. In the event of Holmesglen outsourcing any of its delivery, assessment or educational services to a third party, the Third Party Policy will be followed.

- 4.9. Courses delivered to overseas learners onshore must be registered on CRICOS.
- 4.10. The delivery of ELICOS courses is managed in accordance with the ELICOS Standards.
- 4.11. The delivery of Senior Secondary and Foundation Secondary courses are managed in accordance with the Minimum Standards for Registration to Provide an Accredited Senior Secondary or Foundation Secondary Course and the Victorian Curriculum Assessment Authority (VCAA) requirements.
- 4.12. Copyright laws are to be followed with regard to the use of training and assessment resources.
- 4.13. Suitable practical placements, workplace learning arrangements, workplace-based and online learning opportunities are identified and arranged as relevant to the course.
- 4.14. Training and assessment records are held securely in accordance with the Retention and Disposal Schedules.

Pre-delivery:

- 4.15. Each learner is adequately informed about the training services they will receive, their rights and obligations, and relevant Holmesglen policies and procedures.
- 4.16. A pre-training review (including language, literacy and numeracy test) ensures the principles of honesty and integrity and is administered by an appropriately qualified person to every learner prior to their enrolment to identify learner suitability, required pre-requisites for course entry, English language proficiency levels, and support need including online learning support.
- 4.17. Overseas learners undertaking study in ELICOS courses are placed in a class appropriate to their English language proficiency level, learning goals, and learning needs. The teacher-to-learner ratio for each class is maintained to the figure set in the ELICOS Standards.
- 4.18. Apprenticeship and traineeship requirements are met in accordance with the legislation.
- 4.19. Overseas Learners requirements, including but are not limited to training and assessment resources, specialist employees, and assessments are met in accordance with The National Code and the ELICOS Standards.
- 4.20. Recognition of Prior Learning (RPL) is offered to all learners.
- 4.21. Credit Transfer (CT) will be recognised for learners.
- 4.22. Learners are provided a comprehensive induction into their course and Holmesglen.
- 4.23. Senior Secondary and Foundation Secondary courses teaching employees and learners will receive a handbook outlining specific requirements.

Delivery:

- 4.24. Training and assessment is only undertaken by Holmesglen's approved teaching employees who demonstrate industry currency and are appropriately qualified at the unit of competency level.
- 4.25. Training and assessment in ELICOS, Senior Secondary and Foundation Secondary courses must be undertaken by teaching employees with additional qualifications as outlined in each of the Standards pertaining to those courses.
- 4.26. Teaching employees involved in online delivery must plan, document and undertake appropriate and relevant professional development in online training/assessment.
- 4.27. Attendance is recorded through Holmesglen's approved Electronic Attendance Tracking System.
- 4.28. Evidence of participation for each unit is recorded and learners are monitored and supported to ensure course progression.
- 4.29. Complaints and appeals are managed in accordance with relevant Holmesglen Policies.

- 4.30. Practical placements, workplace learning arrangements, workplace based, training activities contextualised to inform learning outcomes and online delivery are undertaken in accordance with the Training Packages/Accredited Courses, ELICOS requirements, Senior Secondary and Foundation Secondary courses requirements and community services accreditation bodies, as relevant.
- 4.31. All delivery is conducted abiding by the relevant OH&S legislation.
- 4.32. Apprenticeship delivery and assessment is undertaken in accordance with specific requirements outlined by the government and within Training Packages.
- 4.33. Learner feedback is obtained during the course to inform continuous improvements.

Assessment:

- 4.34. Assessment strategies reflect the Principles of Assessment and Rules of Evidence and follow the Holmesglen assessment system.
- 4.35. Completed assessments are resulted within seven (7) days of submission or observation of learners' work and final results are recorded on the Student Management System.
- 4.36. Apprentice employer sign-off is required for all successfully completed units prior to receiving AQF certification documentation.
- 4.37. Training and assessment records are retained in accordance with the relevant Holmesglen Retention and Disposal Schedule.
- 4.38. Holmesglen certification documentation are issued within 30 days of a learner completing their training and/or assessment.
- 4.39. Holmesglen accepts and provides credits for learners where suitable and authenticated evidence is provided.
- 4.40. Holmesglen is not obliged to issue a testamur where more than 75% of the qualification is completed and assessed elsewhere. Exceptions must be approved by Executive Director Education and Applied Research.

Review:

- 4.41. All courses are systematically evaluated and monitored to ensure quality standards are met using feedback from learners, teaching employees, industry and the quality indicator data.
- 4.42. Validation of assessment is conducted in accordance with the Standards for RTOs and contributes to the reviews and systematic evaluation of our courses.
- 4.43. Continuous improvements are made to courses based on systematic reviews and validation of assessments.
- 4.44. The revocation of Holmesglen Certification Documentation is investigated and approved by the Executive Director Education and Applied Research and remedial activities, where applicable ensure:
 - 4.44.1 Gap training and assessment is offered to eligible learners and, learners are supported to achieve successful completion, where relevant.
 - 4.44.2 Notification to licencing and regulatory bodies is provided, as appropriate to the circumstance.

5. ACCOUNTABILITIES

Action	Accountability
<ul style="list-style-type: none"> ▪ Ensure the currency, approval and implementation of this policy ▪ Ensure the Scope of Registration is managed accurately and efficiently and in accordance with the Instrument of Delegation signed with ASQA. 	Executive Director Education and Applied Research

Action	Accountability
<ul style="list-style-type: none"> ▪ Oversee the review of course quality against the Standards for Registered Training Organisations 2015 (Standards RTOs) and the Minimum Standards for Registration to Provide an Accredited Senior Secondary or Foundation Secondary Course. ▪ Investigate, approve and make recommendations for remedial activities for the revocation of Holmesglen Certification Documentation, and ensure reporting activities to relevant Holmesglen Governance and Management Committees. 	
<ul style="list-style-type: none"> ▪ Approve and ensure monitoring of training and assessment offered via a third-party arrangement is compliant with the requirements of Standards for RTOs 2015, The National Code, ELICOS Standards, relevant contractual requirements, regulation and legislations. 	<p>Executive Director Industry Engagement and Vice President International Executive Director Education and Applied Research</p>
<ul style="list-style-type: none"> ▪ Work with teaching departments to build capability and provide support for improving teaching and learning practices, including education resource development, induction, mentoring, and applied research. ▪ Provide advice and quality review on training and assessment strategies, course planning, assessment and delivery, and teaching employees qualifications and currency. ▪ Coordinate learner and employer feedback and evaluation. 	<p>Associate Dean, Office of Teaching and Learning</p>
<ul style="list-style-type: none"> ▪ Monitor changes in government policy, legislation and regulations relevant to educational compliance requirements and provide advice accordingly. ▪ Make enquiries to ASQA VRQA, VCAA and other and Commonwealth and State Authority agencies to determine compliance requirements, as required. ▪ Plan, coordinate, and/or conduct internal reviews and audits to assure education quality and compliance. ▪ Support teaching departments to continuously improve practices and systems for sustained compliance. 	<p>Executive Officer Quality and Educational Compliance</p>
<ul style="list-style-type: none"> ▪ Ensure the issuance of Holmesglen Certification documentation relevant to AQF/ELICOS follows specified requirements and documentation is retained as required. ▪ Provide learner support as identified and document outcomes. 	<p>Executive Director Engagement and Support</p>
<ul style="list-style-type: none"> ▪ Ensure quality to the Standards for RTOs of all training and assessment for courses on Holmesglen Scope of Registration. ▪ Ensure the welfare of all learners is managed in accordance with the Rule and Policy for Child Safety and Wellbeing. ▪ Seek approval for the revocation of Holmesglen Certification Documentation from the Executive Director Education and Applied Research and ensure the implementation of remedial activities, as identified. ▪ Approve excursions or recreational activities in support of training as appropriate. 	<p>Deans Associate Deans Associate Directors General Manager, Office of Industry Engagement HOC</p>
<ul style="list-style-type: none"> ▪ Ensure quality to the ELICOS Standards of all training and assessment for ELICOS Courses. 	<p>Manager Holmesglen Language Centre</p>

Action	Accountability
<ul style="list-style-type: none"> ▪ Ensure the placement of learner cohort in appropriate groups, relevant to the English Language proficiency levels and teacher-to-learner ratios are met. ▪ Ensure the required qualifications and experiences for ELICOS specialist employees, academic leadership and teaching employees. 	
<ul style="list-style-type: none"> ▪ Ensure the quality of Senior Secondary and Foundation Secondary courses meet the Minimum Standards of Non School Senior Secondary Providers. ▪ Ensure the welfare of all learners is managed in accordance with the Child Safety Rule and Policy. ▪ Ensure the required qualifications and professional development is in place for all teaching employees of Senior Secondary and Foundation Secondary courses. 	Principal Holmesglen Vocational College
<ul style="list-style-type: none"> ▪ Ensure course delivery and assessment is in accordance with the requirements of Training Package Qualifications/Accredited Courses Rules, Standards for RTOs/ELICOS Standards. ▪ Ensure the Training and Assessment Strategy and training resources are developed and implemented for gap training, where identified. ▪ Ensure full and accurate course information is provided to the learner. ▪ Ensure learner attendance is recorded using Holmesglen's approved Electronic Attendance Tracking System in the Student Management System (Banner). ▪ Implement individual support plan for the learner and ensure support needs are monitored (where relevant). ▪ Approve and execute practical placement agreements and workplace learning arrangements. ▪ Ensure all teaching employees enter results into Banner, the Student Management System (SMS) within seven (7) working days of submission/observation of learners' work. ▪ Verify learner's eligibility for issuance of AQF Certification. Ensure that a minimum of 25% of the qualification is completed and assessed at Holmesglen to be eligible for a Holmesglen testamur. ▪ Ensure the retention of records in accordance with Standards for RTOs 2015, VET Funding Contract and VET Student Rules 2016 and Retention and Disposal schedules. ▪ Monitor, analyse and report course progress and learner completions. ▪ Review currency and vocational competency of teaching employees annually and plan professional development as required. 	Head of Department (HOD)/ Principal Holmesglen Vocational College Manager Holmesglen Language Centre
<ul style="list-style-type: none"> ▪ Develop a training and assessment strategy (TAS) for each learner cohort. ▪ Ensure pre-training review including an LLN assessment is administered for each learner prior to enrolment. ▪ Ensure learners receive a statement of fees, and a training plan. ▪ Oversee learner monitoring and support strategies. ▪ Conduct validation of assessment in accordance with the validation schedule. 	Education Managers
<ul style="list-style-type: none"> ▪ Maintain currency of educational and vocational competency specific to the units of training and assessment being delivered. 	Teaching employees

Action	Accountability
<ul style="list-style-type: none"> ▪ Maintain any necessary current licences, registrations including Working with Children's Check and participate regularly in relevant professional development activities. ▪ Develop delivery and assessment tools in accordance with the TAS, Standards for RTOs/Minimum Standards for Non School Senior Secondary Providers and Holmesglen procedures. ▪ Provide or arrange additional educational support for individual learners as identified in the pre-training review. ▪ Record learner attendance in Holmesglen's approved Electronic Attendance Tracking System in the Student Management System (Banner). ▪ Conduct assessment in accordance with Principles of Assessment, Rules of Evidence, and Holmesglen policy and procedure and provide feedback to the learner on completion of assessment. ▪ Register learner final results for each unit on the Student Management System (Banner) within seven (7) working days of submission/ observation of learner completed work. ▪ Register results with Holmesglen's Victorian Assessment Software System (VASS) coordinator for Senior Secondary and Foundation Secondary Courses. ▪ Retain evidence of participation for the learner in each unit and provide necessary support strategies to ensure learner progression/completion. ▪ Provide learner support as identified and monitor learner progress and document outcomes in consultation. ▪ Retain learner completed assessment/s in consultation with the Education Manager and HOD in accordance with the Standards for Registered Training Organisations 2015, VET Funding Contract, Minimum Standards for Registration to Provide an Accredited Senior Secondary or Foundation Secondary Course, VET Student Loan Rules 2016 requirements, ELICOS Standards, Disposal and Retention schedules and Holmesglen policy and procedure. 	
<ul style="list-style-type: none"> ▪ Hold the required teaching qualifications and maintain currency for undertaking training and assessment in ELICOS Courses. 	ELICOS teaching employees
<ul style="list-style-type: none"> ▪ Hold the required teaching qualifications and registration with Victorian Institute of Teaching. 	Senior Secondary and Foundation Secondary courses teaching employees

6. DEFINITIONS

Term	Meaning
AQF	Australian Qualifications Framework.
ASQA	Australian Skills Quality Authority
Assessment	<p>The process of collecting evidence and making judgements on whether competency has been achieved, to confirm the learner can perform to the standard required in the workplace, as specified in a training package or accredited course.</p> <p>Assessment includes Recognition of Prior Learning (RPL) assessment.</p>

Term	Meaning
Assessment system	The Holmesglen policies, procedures, templates, materials and tools that ensure assessments are developed and implemented to a consistently high standard and are based on the Principles of Assessment and Rules of Evidence.
Assessment tools	Include the instructions to learners and assessors, marking guides, including how to conduct, record and retain learners' assessments. Holmesglen have developed assessment templates for this purpose.
Certification Documentation	<p>Include the issuance of official documents including:</p> <ul style="list-style-type: none"> ▪ Holmesglen Statement of Results for units of competency in a course ▪ Holmesglen Statement of Attainment to certify the completion of one or more units of competency in a course ▪ Holmesglen Testamur awarded to learners who have met the requirements of a course ▪ Holmesglen Certificate of Completion for non-AQF Qualifications.
Course	Any Training Package, Accredited Course, Skill Set or individual unit that appears on Holmesglen's Scope of Registration.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is the official Australian Government website that lists all Australian education providers and registered courses for overseas learners.
Electronic Attendance Tracking System	<p>This is the approved system for recording attendance electronically unless study in a course or parts of a course is completed in an online mode.</p> <p>The Electronic Attendance Tracking System (or Electronic Attendance Tracker) is through the Student Management System – Banner.</p>
Holmesglen's Scope of Registration	<p>Courses as appears on:</p> <ul style="list-style-type: none"> ▪ Department of Education Skills and Employment, National Register of VET ▪ Victorian Registration & Qualifications Authority, State Register ▪ Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
Overseas learners	<p>Overseas learners are 'overseas students' (as defined within the ESOS Act).</p> <p>This includes the enrolment of a person, (whether inside or outside Australia) who holds a 'student visa' to undertake study in a course that is registered on the CRICOS Register.</p> <p>Persons with the following visa are excluded (as defined in regulation 1.03 of the Migration Regulations 1994):</p> <ul style="list-style-type: none"> ▪ a Subclass 576 (Foreign Affairs and Defence Sector) visa, or ▪ a person who satisfies the secondary criteria, but not the primary criteria, under the Migration Regulations 1994 for the grant of the visa, or ▪ a secondary exchange student within the meaning of the Migration Regulations 1994, or ▪ an overseas student who has been approved under a scholarship scheme, or an exchange scheme, sponsored by the Commonwealth to undertake a course of study or training in Australia.

Term	Meaning
Practical placement	Placement undertaken by learners in post-secondary vocational education and training courses intended to develop job related skills in related to the course.
Remedial Activities	In the context of the revocation of Holmesglen Certification Documentation, may include: <ul style="list-style-type: none"> Gap training and assessment requirements are identified, as required within six months of course completion. Gap training and assessment activities are offered within six months of course completion to eligible learners at no cost to the learner.
Revocation of Holmesglen Certification Documentation	Revocation of certification documentation may occur when: <ul style="list-style-type: none"> A learner is deemed not qualified, where it is identified the learner has not completed all of the assessment requirements for the unit/subject/course. The identification of academic misconduct, or; The presentation of fraudulent certification documentation.
Recognition of Prior Learning (RPL)	An assessment process that assesses competency acquired through formal, non-formal and informal learning.
Senior Secondary and Foundation Secondary Courses	A Victorian Registration and Qualifications Authority accredited course of study listed on the State Register and normally undertaken in or designed to be undertaken in years 11 and 12 of secondary education.
Systematic validation	Means a planned approach is undertaken to validate assessment. Holmesglen has a validation procedure for this purpose.
Training activities	Activities used to support learner learning including class and online activities, practical placement, workplace learning, excursions, guest speakers.
Training and assessment resources	The resources required for training and assessment includes unit outlines, learner guides, workbooks, assessment tools, machinery/equipment/ materials, learning environments both physical and online.
Teaching Employees	Persons employed and/or contracted to provide training and assessment activities for VET, Senior Secondary and Foundation Secondary and/or ELICOS courses, including : <ul style="list-style-type: none"> Ongoing and fixed-term Contract teachers/ trainers/assessors either as Full-time or part-time employees Sessional/casual employees Sessional/contracted educational consultants Teachers contracted via a third party agreement by Holmesglen.
Validation	Is a quality review of the assessment processes. Validation involves checking that the assessment tools produce valid, reliable, sufficient, current and authentic evidence to enable reasonable judgements to be made as to whether the requirements of the training product are met. Validation of assessment includes a review of a statistically valid sample of the assessments to ensure assessment and making recommendations for future improvements to the assessment tool, process and/or outcomes and acting upon such recommendations.

Term	Meaning
Victorian Assessment Software System (VASS)	An online central database that houses all enrolment and records of results for all Senior Secondary and Foundation Secondary courses learners across Victoria.
Victorian Certificate of Applied Learning	An Accredited senior secondary school certificate issued by the Victorian Curriculum and Assessment Authority
Victorian Institute of Teaching	Is an independent statutory authority for the teaching profession whose primary function is to regulate members of the teaching profession.
Workplace learning arrangements	This includes Structured Workplace Learning Arrangements, Work Experience Arrangements and related travel/accommodation arrangements for learners in Senior Secondary and Foundation Secondary courses.

7. CONTEXT AND/OR REFERENCED DOCUMENTS

Internal

Academic Integrity Policy
 Assessment Policy (VET)
 Child Safety and Wellbeing Rule
 Child Safety and Wellbeing Policy
 Conduct Rule
 Educational Quality Assurance Rule
 Engagement, Support and Wellbeing Policy (Learners)
 Enrolment Policy
 Overseas Learners Policy
 Scope of Registration Management Policy
 Third Party Arrangement for Educational Services Policy
 Holmesglen Retention and Disposal Schedules

External

Australian Qualification Framework
 Education Services for Overseas Students Act 2000
 Education Services for Overseas Students Regulations 2019
 English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018
 Minimum Standards for Registration to Provide an Accredited Senior Secondary or Foundation Secondary Course
 National Code of Practice for Providers of Education and Training to Overseas Students 2018
 Public Records Office Victoria PROS 07/01
 Public Records Office Victoria PROS 16/07
 Skills First VET Funding Contract
 Standards for Registered Training Organisations 2015
 Training.gov.au
 Training Package Implementation Guides and other Companion Volumes
 Victorian Curriculum Assessment Authority – VCE Vocational Major and the Victorian Pathways Certificate as Senior Secondary and Foundation Secondary courses
 VET Student Loans Act 2016
 VET Student Loans Rules 2016

8. REVIEW

This policy must be reviewed no later than three years from the date of approval.

The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

9. VERSION HISTORY

Version Number	Date	Summary of changes
1	September 2017	This policy has been updated to reference the current Holmesglen organisational structure and the requirements for the Standards for Registered Training Organisations 2015, VET Funding Contract and the VET Student Loans Act.
2	March 2018	This policy is amended to address the recognition of credits by Holmesglen for the issuance of the Holmesglen testamur where the credits are gained at other registered training organisations, and other minor wording amendments.
3	June 2018	This policy is amended to include professional development in online training/assessment for teachers/assessors involved in online delivery.
4	January 2019	Policy changes includes: <ul style="list-style-type: none">▪ The recording of attendance is through the approved electronic attendance Tracker in the Student Management System (Banner).▪ Pre-training review process will ensure pre-requisites for course entry.▪ The development of a learner individual learning plan and monitoring outcomes.▪ Practical placement agreements and workplace learning arrangements are approved and executed by Heads of Departments.▪ The retention requirements for training and assessment records.
5	December 2019	Update to legislation requirements.
6	August 2020	Minor updates to further articulate VCAL requirements.
7	March 2023	Updated to: <ul style="list-style-type: none">▪ Embed the Educational Quality Assurance Rule▪ Removal of Appendix Table (The Policy and Procedure Library allows for navigation of documents and expectations)▪ The approval requirements for the revocation of Holmesglen Certification Documentation▪ Terminology updates (includes VCE VM and VCE VPC replacing VCAL).

Version Number	Date	Summary of changes
8	June 2023	Updates to terminology: <ul style="list-style-type: none"> ▪ Senior Secondary and Foundation Secondary Courses replaces VCE VM and VCE VPC ▪ Accountabilities align with the Organisation Chart

VET COURSE CYCLE



NEED HELP?

Have a question about assessments or other compliance matters?

Contact the Office of Teaching and Learner at teaching@holmesglen.edu.au



Holmesglen Institute (HGI) 0416 08006 000020
B2070018 VET Course Cycle