AISR 1 Training and Assessment Policy

Policy Purpose

This policy outlines our approach to the design and delivery of quality training and assessment in line with relevant legislation and regulatory guidance. It ensures our practices are student-centred, industry-informed, and focused on continuous improvement.

Policy Statement

We are committed to delivering high-quality, industry-relevant training and assessment that supports students to develop practical skills, gain recognised qualifications, and achieve positive outcomes. Our training and assessment practices are designed to be flexible, inclusive and responsive to student needs, while meeting all regulatory and compliance obligations. Our programs are shaped by strong industry partnerships, consistent learner feedback, and a deep commitment to educational equity and learner success.

Training and Assessment
Training and assessment strategies are developed for each qualification, ensuring alignment with the training package, learner cohort needs, and industry expectations. We use a variety of training methods and assessment tools that reflect real workplace conditions. Trainers and assessors are qualified and supported to maintain currency in both training and vocational competencies.

Enrolment and Withdrawal
Students are provided with clear, accessible information about courses, entry requirements, support options, and fees. Enrolment processes include verification of eligibility, recording of a USI, and upfront assessment of needs or other language, literacy and numeracy measurement. Withdrawal processes are respectful and allow for feedback and support. Records of enrolment, participation, and withdrawal are securely maintained in accordance with the *Privacy Act 1988*.

Industry Engagement
We work closely with industry partners to ensure our training and assessment practices remain current and relevant. Industry representatives are consulted on training product development, assessment validation, and work placement arrangements.

Work Placement and Practicum
Where work placement is a course requirement, we support students to understand and prepare for placement. It is the student's responsibility to secure a suitable placement and AISR will provide guidance and assistance. In some cases, placements may be available within RASA, though we cannot guarantee this.. Some courses include a practicum, which allows students to complete mandated work experience in a simulated setting. Information on work placement and/or practicum requirements is provided in course information prior to enrolment and discussed with prospective students during their enrolment interview.

Student Progression
We monitor and support student progression through regular check-ins, feedback, and intervention where needed. Students are expected to complete their training within designated timeframes, however we understand that some students may require more time due to individual circumstances. We are committed to providing flexible support or adjusted timelines where appropriate and possible within AISR resources

RPL and Credit Transfer
We offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to eligible students. These processes follow clear, transparent procedures and include verification of authenticity and equivalence. Supporting documentation must be supplied, and assessment for RPL may include interviews, portfolio review, or practical tasks.

Transition and Teach Out
When a training product is superseded, we commence transition arrangements within 12 months (or as per the relevant training package guidance). Students are either transitioned to the new qualification or allowed to complete the current version within a teach-out period. No new enrolments are accepted in superseded training products beyond this period.

Validation
Assessment validation is undertaken systematically and involves qualified trainers/assessors and industry representatives. Validation ensures that assessments are fair, consistent, and aligned with unit requirements. Validation outcomes inform continuous improvement.

Issuing of Qualifications and Statements of Attainment
Students who are assessed as competent in all required units will be issued a nationally recognised qualification Testamur. Students who partially complete a course will receive a Statement of Attainment. Testamurs and statements are only issued to students who have supplied a verified USI and who have met all financial and course obligations.

Student Records and Privacy
All student records are maintained securely and in compliance with the *Privacy Act 1988*, Compliance Standards and ASQA requirements. Personal information, including USI data, is handled confidentially and used only for purposes permitted under legislation. Student data is reported in a timely, secure and accurate manner in line with relevant legislation. Student results and credentials are retained for at least 30 years.

Scope

This policy applies to all nationally recognised training and assessment services delivered by AISR, including all staff, contractors, trainers and assessors, and students across all delivery modes and locations.

Definitions

Assessment	The formal process of collecting evidence and making judgements about whether competency has been achieved. Outcomes can only be signed off by a qualified vocational education and training assessor.
Credit Transfer (CT)	Recognition of units of competency achieved through formal education and training. The RTO must recognise units of competency awarded by other RTOs.
Recognition of Prior Learning (RPL)	An assessment process that recognises previous informal and non-formal learning such as skills and knowledge achieved through life and work experience. Informal means learnt through unstructured everyday experience whereas non-formal means structured workshops and teaching that is not nationally accredited.
Superseded Training Product	A qualification or unit of competency that has been replaced by a newer version.
Transition and Teach Out	The time-limited process of phasing out a superseded course and finalising delivery to currently enrolled students.
Student Progression	The ongoing academic advancement of a student through a course. Progression relates to the achievement of competency, not completion of learning activities.
Unique Student Identifier (USI)	A national reference number that uniquely identifies a student and tracks their training outcomes.

Procedures

Enrolment	Students complete an enrolment form online and provide relevant supporting documents. The USI is verified or created, an Upfront Assessment of Needs or other language, literacy and numeracy measurement is conducted and a pre-enrolment interview takes place before the enrolment is finalised and confirmed.

Withdrawal	Students submit a withdrawal request in writing. Participation records are updated, and if applicable, a Statement of Attainment is issued for completed units.
RPL	Students apply for RPL by submitting an application and evidence of their prior learning. The evidence is reviewed and assessed through interviews, documentation, or practical demonstration, and the outcome is recorded in the student file.
CT	Students provide verified transcripts or certificates from other RTOs. The documents are reviewed for authenticity and alignment, and applicable credit is recorded against the student's course.
Work Placement	Students are supported with information and guidance on securing placements. Students are responsible for finding their own placement if they decide not to accept AISR recommendations. Placement hours are monitored, and feedback is collected from the supervisor to verify completion.
Practicum	Select courses will include a practicum, where a student complete mandated work experience in a simulated setting, where their skills can be practiced and demonstrated in person, in a 'mock' workplace that reflects real working conditions
Transition	When a course or unit is superseded, a review is conducted to determine whether students should be transitioned or allowed to complete the current version. Students are informed, and training plans are updated accordingly.
Validation	A validation schedule is developed each year. A representative sample of completed assessments is reviewed by qualified staff and industry experts to ensure consistency and quality.
Qualification Issuance	Once competency is achieved in all units and course requirements are met, the student's USI is verified and all fees have been paid, Testamurs or Statements of Attainment are issued within 30 calendar days.
Records Management	Student records are stored securely for the required retention period of at least 2 years. Student results, Testamurs, and Statements of Attainment must be retained for a minimum of 30 years. Access is provided on request, and personal data is protected under privacy legislation.

Review

This policy is reviewed every three years or in response to changes in legislation, regulatory guidance, or organisational requirements.