

Flexible Learning & Assessment

Operating Policy and Procedure

1. Policy

In accordance with the Australian Quality Training Framework (AQTF), Sage adopts the underpinning principles of competency based training and assessment and provides opportunities for flexible learning and assessment.

2. Purpose

The purpose of this policy is to ensure that information on courses, qualifications and training programs provided to students includes opportunities for flexible learning and assessment methods and to facilitate alternative methods sought by students.

3. Responsibility

The Academic Director is responsible for ensuring compliance with this policy.

4. Guidelines

Flexible learning within the training sector includes a range of opportunities for students to acquire the required knowledge, skills and abilities to demonstrate competency standards. Under the Australian Quality Training Framework Sage shall adopt key methods of training and learning strategies incorporating:

- On-the-job training and assessment
- Combination of on and off-the-job training and assessment
- Recognition of current competencies/recognition of prior learning
- Formal training

Sage advertising material shall incorporate details of the manner in which courses or programs are delivered. Prospective students will be provided with details of the opportunities for recognition of prior learning.

5. Procedure

In circumstances where a student seeks alternative methods of learning and assessment outside of existing opportunities the following shall apply:

- Arrange meeting between client and relevant trainer, or
- Arrange meeting between client and Training Team Leader

The Training Team Leader or their delegate shall canvass with the student the following:

- The modules/units of competency sought and
- The reasons for alternative learning/assessment method

Further to this information, the Training Team Leader or their delegate shall discuss with the student the practicalities and possibilities of alternative learning/assessment methods taking into consideration:

- Ability to meet learning outcomes
- Compliance with assessment guidelines for relevant modules / units of competence
- Ability to conduct fair, valid and reliable assessment
- Cost

Where an alternative learning and assessment method is to be adopted the Training Team Leader or their delegate shall develop a learning and assessment plan in consultation with the student. This plan shall include information in relation to the following:

- Method of training/learning
- Location of training/learning
- Units of competence to be assessed

- When assessment will occur
- Assessment method
- Criteria for assessment decision

The learning and assessment plan requires approval by the Training Team Leader. Any amendments or adjustments identified by the Training Team Leader shall be canvassed with the student prior to any implementation. Once approved, the plan can be implemented.

6. Authority
Authorised by the Academic Director