



# TAS from an Australian RTO's perspective

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# Topic: **Strategix Training Group**

- In operation since 2004
- National RTO with over 7000 students commencing studies each year
- 39 Qualifications on scope, plus skill sets and individual units
- Provide training to job seekers, people looking to upskill, existing workers, international students and school students
- Currently have developed or have in development over 130 training and assessment strategies (TAS)
- The Quality and Compliance Team is responsible for developing and maintaining TASs.

# Common Practice

- Have a document that outlines your RTO's training and assessment strategies. There is no set layout or format
- ASQA, the regulator, asks for your training and assessment strategy during an audit
- Other regulators, such as Safe Work Australia, may also require a physical document when approving the delivery of licensed units
- Guided by the RTO Standards, legislation and policy as to what to include in the TAS.



# Strategix's Practice

- TASs are historically a painstakingly laborious process, where documents are initially created when a new course or qualification is designed
- Then, TASs would be updated and checked just prior to an audit – this would again be an overwhelming process and can make this time very stressful
- Strategix recognised that this process was inefficient and ineffective and have in the last few years been trialling a new approach to a TAS to reduce the burden on staff and to make the TAS a useable and current document, which is more in tune with the intent of the RTO Standards.



# Strategix's Approach to the TAS

- Document is made available to the main stakeholders at Strategix
- It is a live document
- It forms part of everyday life at Strategix, information is used and updated daily.



# How It Works?

Strategix uses 2 main tools to maintain our TAS information:

- Google Sheets – Cloud-based, easy to customise, can link to other Google Sheets and information
- Confluence – cloud-based data management system that Strategix uses to maintain our policies and procedures.



# Google Sheets

## Example – TAS Master Sheet

Quality & Scope Management MASTER																			
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File Edit View Insert Format Data Tools Extensions Help Scripts																			
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N1	Delivery Status																		
	A	B	C	E	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Qualification Code	Qualification Name	F/Up	Mgmt Approval	STRATEGIX STATUS	Release	Teach-Out Date - update Confluence if changed	Training Package	Delivery Mode	Target Group	Delive ry State	Delivery Status	Expected Duration (weeks)	Units of Study	Weeks/ UOS	VP/Wor kplace weeks	Face to face days/week	Face to face hours	Self paced hours
118	SIT20316	Certificate II in Hospitality	1/8/24	Approved	Transitioning	R3, 8/4/22	31/01/24	Tourism, Travel and Hospitality (Release 1.2)	Schools	School Student	QLD	Current	20	2	9	2	1	108	100
119	SIT20322	Certificate II in Hospitality	1/8/23		Action Requi	R1, 10/06/22	NA	Tourism, Travel and Hospitality (Release 2.2)	Schools	School Student	QLD	In Developmen t	20	2	9	2	1	108	100
120	SIT30616	Certificate III in Hospitality	7/7/23	Approved	Transitioning	R3, 8/4/22	31/01/24	Tourism, Travel and Hospitality (Release 1.2)	Campus	Job Seeker	QLD	Current	20	3	4	8	3	252	300
121	SIT30616	Certificate III in Hospitality	7/7/23	Approved	Transitioning	R3, 8/4/22	31/01/24	Tourism, Travel and Hospitality (Release 1.2)	Campus	Internatio nal	QLD	Current	24	3	5	9	3	315	360
124	SIT30622	Certificate III in Hospitality	7/7/23	Approved	Action Requi	R2, 09/09/22	NA	Tourism, Travel and Hospitality (Release 2.2)	Campus	Job Seeker	QLD	In Developmen t	20	3	4	8	3	252	300
127	TLI20421	Certificate II in Supply Chain Operations		Approved	In Developm	R2, 07/04/22	NA	TLI - Transport and Logistics Training Package (Release 10.0)	Schools	Job Seeker	QLD	In Developme	20	2	10	0	1	120	100
129	TLI30321	Certificate III in Supply Chain Operations		Approved	Delivering	R1, 22/11/21	NA	TLI - Transport and Logistics Training Package (Release 10.0)	Campus	Internatio nal	QLD	Current	24	6	4	0	3	504	360
130	TLI30321	Certificate III in Supply Chain Operations		Approved	Delivering	R1, 22/11/21	NA	TLI - Transport and Logistics Training Package (Release 10.0)	Workplace	Existing Worker	QLD & NSW	Current	48	4	12	48	0	48	48
134	TLI31222	Certificate III in Driving Operations		Approved	Delivering	R3, 15/12/22	NA	TLI - Transport and Logistics Training Package (Release 10.0)	Campus	Job Seeker	QLD	Current	12	2	5	0	3	252	180
135	TLI31222	Certificate III in Driving Operations		Approved	Delivering	R3, 15/12/22	NA	TLI - Transport and Logistics Training Package (Release 10.0)	Workplace	Existing Worker	QLD & NSW	Current	50	5	10	48	0	48	50
136	TLI40321	Certificate IV in Supply Chain Operations	1/8/23	Approved	In Developm	R2, 25/10/22	NA	TLI - Transport and Logistics Training Package (Release 10.0)			Need QLD Scope	In Developmen t							
137	TLI50221	Diploma of Logistics	1/8/23	Approved	In Developm	R3, 15/12/22	NA	TLI - Transport and Logistics Training Package (Release 10.0)			VSL? QLD?	In Development							
138	TLISC	Transport and Logistics - Short Course	30/7/23	Not Approv	Superseded			TLI - Transport and Logistics Training Package (Release 10.0)			FFS	Not Required							
+ ≡ 6 Qualifications overview info 5 Archive 1 Ind/Imported Units Subject Only Courses Archive Units Nominal Hrs Removed Fact Sheet 113 of 138 rows displayed Explore																			

# Examples – Duration/Volume of Learning

A	B	C	E	G	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
Qualification Code	Qualification Name	F/Up	Mgmt Approval	STRATEGIX STATUS	Expected Duration (weeks)	Units of Study	Weeks/ UOS	VP/Workplace weeks	Face to face days/week	Face to face hours	Self paced hours	VP/ Workplace hours	Assessment hours	Total hours	Self paced hours/ week	VP/Work place hours/ week	Number of units	Average Hours/w week	VOL Notes
SIT20316	<a href="#">Certificate II in Hospitality</a>	1/8/24	Approved	Transitioning	20	2	9	2	1	108	100	50	24	282	5	25	12	14	NA
SIT20322	<a href="#">Certificate II in Hospitality</a>	1/8/23		Action Requi	20	2	9	2	1	108	100	50	24	282	5	25	12	14	NA
SIT30616	<a href="#">Certificate III in Hospitality</a>	7/7/23	Approved	Transitioning	20	3	4	8	3	252	300	80	36	668	15	10	12	33	NA
SIT30616	<a href="#">Certificate III in Hospitality</a>	7/7/23	Approved	Transitioning	24	3	5	9	3	315	360	90	36	801	15	10	12	33	NA
SIT30622	<a href="#">Certificate III in Hospitality</a>	7/7/23	Approved	Action Requi	20	3	4	8	3	252	300	80	36	668	15	10	12	33	NA
TLI20421	<a href="#">Certificate II in Supply Chain Operations</a>		Approved	In Developm	20	2	10	0	1	120	100	0	24	244	5	0	12	12	NA
TLI30321	<a href="#">Certificate III in Supply Chain Operations</a>		Approved	Delivering	24	6	4	0	3	504	360	0	51	915	15	0	17	38	NA
TLI30321	<a href="#">Certificate III in Supply Chain Operations</a>		Approved	Delivering	48	4	12	48	0	48	48	720	56	872	1	15	14	9	1 Face to face visit each month (4 hours)
TLI31222	Certificate III in Driving Operations		Approved	Delivering	12	2	5	0	3	252	180	0	45	477	15	0	15	48	NA
TLI31222	Certificate III in Driving Operations		Approved	Delivering	50	5	10	48	0	48	50	720	60	878	1	15	15	9	1 Face to face visit each month (4 hours)
TLI40321	Certificate IV in Supply Chain Operations	1/8/23	Approved	In Developm														#DIV/0!	
TLI50221	Diploma of Logistics	1/8/23	Approved	In Developm														#DIV/0!	
TLISC	Transport and Logistics - Short Course	30/7/23	Not Approv	Superseded														#DIV/0!	
TLISC1	Transport and Logistics - Short Course (new)		Approved	Delivering														#DIV/0!	

# Examples – Justification

Qualification Code	Qualification Name	F/Up	Mgmt Approval	STRATEGIX STATUS	Explanation	Holistic Delivery	Principles of Assessment	Rules of Evidence	Industry Validation
SIT20316	<a href="#">Certificate II in Hospitality</a>	1/8/24	Approved	Transitioning	NA	NA	NA	NA	NA
SIT20322	<a href="#">Certificate II in Hospitality</a>	1/8/23		Action Requi	NA	NA	NA	NA	NA
SIT30616	<a href="#">Certificate III in Hospitality</a>	7/7/23	Approved	Transitioning	<a href="#">TAS Policy and Procedure</a>		<a href="#">TAS Policy and Procedure</a>	<a href="#">TAS Policy and Procedure</a>	
SIT30616	<a href="#">Certificate III in Hospitality</a>	7/7/23	Approved	Transitioning	<a href="#">TAS Policy and Procedure</a>		<a href="#">TAS Policy and Procedure</a>	<a href="#">TAS Policy and Procedure</a>	
SIT30622	<a href="#">Certificate III in Hospitality</a>	7/7/23	Approved	Action Requi	<a href="#">TAS Policy and Procedure</a>		<a href="#">TAS Policy and Procedure</a>	<a href="#">TAS Policy and Procedure</a>	
TLI20421	<a href="#">Certificate II in Supply Chain Operations</a>		Approved	In Developm	NA	NA	<a href="#">TAS Policy and Procedure</a>	<a href="#">TAS Policy and Procedure</a>	NA
TLI30321	<a href="#">Certificate III in Supply Chain Operations</a>		Approved	Delivering			<a href="#">TAS Policy and Procedure</a>	<a href="#">TAS Policy and Procedure</a>	
TLI30321	<a href="#">Certificate III in Supply Chain Operations</a>		Approved	Delivering	NA	NA	NA	NA	NA
TLI31222	Certificate III in Driving Operations		Approved	Delivering	<a href="#">TAS Policy and Procedure</a>		<a href="#">TAS Policy and Procedure</a>	<a href="#">TAS Policy and Procedure</a>	
TLI31222	Certificate III in Driving Operations		Approved	Delivering	NA	NA	NA	NA	NA

# Examples – Locations, Requirements and Resources

Qualification Code	Qualification Name	F/Up	Mgmt Approval	STRATEGIX STATUS	Training Locations	Entry Requirements	Units of Competency	Course Duration	Course Schedule	Student Support	Human Resources	Learning Resources	Assessment Resources	Physical Resources	Industry Consultation	Date Reviewed/Prepared	Reviewed by
SIT20316	<a href="#">Certificate II in Hospitality</a>	1/8/24	Approved	Transitioning	<a href="#">Academy Calendar</a>	<a href="#">Student support</a>	<a href="#">Qualification Details</a>	<a href="#">Volume of Learning</a>	<a href="#">Course Schedule</a>	<a href="#">Student support</a>	HR	<a href="#">Qualification Details</a>	<a href="#">See Qualification Details &amp; Training and Assessment Policy and Procedure</a>		<a href="#">Industry Consultation</a>	29/04/2022	NA
SIT20322	<a href="#">Certificate II in Hospitality</a>	1/8/23		Action Requi	<a href="#">Academy Calendar</a>	<a href="#">Student support</a>				<a href="#">Student support</a>	HR		<a href="#">See Qualification Details &amp; Training and Assessment Policy and Procedure</a>			27/03/2023	Nathanael Green
SIT30616	<a href="#">Certificate III in Hospitality</a>	7/7/23	Approved	Transitioning	<a href="#">Academy Calendar</a>	<a href="#">Student support</a>	<a href="#">Qualification Details</a>	<a href="#">Volume of Learning</a>	<a href="#">Course Schedule</a>	<a href="#">Student support</a>	HR	<a href="#">Qualification Details</a>	<a href="#">See Qualification Details &amp; Training and Assessment Policy and Procedure</a>		<a href="#">Industry Consultation</a>	29/04/2022	NA
SIT30616	<a href="#">Certificate III in Hospitality</a>	7/7/23	Approved	Transitioning	<a href="#">Academy Calendar</a>	<a href="#">Student support</a>	<a href="#">Qualification Details</a>	<a href="#">Volume of Learning</a>	<a href="#">Course Schedule</a>	<a href="#">Student support</a>	HR	<a href="#">Qualification Details</a>	<a href="#">See Qualification Details &amp; Training and Assessment Policy and Procedure</a>		<a href="#">Industry Consultation</a>	29/04/2022	NA
SIT30622	<a href="#">Certificate III in Hospitality</a>	7/7/23	Approved	Action Requi	<a href="#">Academy Calendar</a>	<a href="#">Student support</a>	<a href="#">Qualification Details</a>	<a href="#">Volume of Learning</a>	<a href="#">Course Schedule</a>	<a href="#">Student support</a>	HR	<a href="#">Qualification Details</a>	<a href="#">See Qualification Details &amp; Training and Assessment Policy and Procedure</a>			06/03/2023	NA
TLI20421	<a href="#">Certificate II in Supply Chain Operations</a>		Approved	In Developm	<a href="#">Academy Calendar</a>	<a href="#">Student support</a>				<a href="#">Student support</a>	HR		<a href="#">See Qualification Details &amp; Training and Assessment Policy and Procedure</a>			27/03/2023	Nathanael Green
TLI30321	<a href="#">Certificate III in Supply Chain Operations</a>		Approved	Delivering	<a href="#">Academy Calendar</a>	<a href="#">Student support</a>	<a href="#">Qualification Details</a>	<a href="#">Volume of Learning</a>	<a href="#">Course Schedule</a>	<a href="#">Student support</a>	HR	<a href="#">Qualification Details</a>	<a href="#">See Qualification Details &amp; Training and Assessment Policy and Procedure</a>			06/12/2022	
TLI30321	<a href="#">Certificate III in Supply Chain Operations</a>		Approved	Delivering	NA	<a href="#">Student support</a>	<a href="#">Qualification Details</a>	<a href="#">Volume of Learning</a>	NA	<a href="#">Student support</a>	HR	<a href="#">Qualification Details</a>	<a href="#">See Qualification Details &amp; Training and Assessment Policy and Procedure</a>			06/12/2022	
TLI31222	<a href="#">Certificate III in Driving Operations</a>		Approved	Delivering	<a href="#">Academy Calendar</a>	<a href="#">Student support</a>				<a href="#">Student support</a>	HR		<a href="#">See Qualification Details &amp; Training and Assessment Policy and Procedure</a>			27/03/2023	Nathanael Green
TLI31222	<a href="#">Certificate III in Driving Operations</a>		Approved	Delivering	NA	<a href="#">Student support</a>				<a href="#">Student support</a>	HR		<a href="#">See Qualification Details &amp; Training and Assessment Policy and Procedure</a>				
TLI40321	<a href="#">Certificate IV in Supply Chain Operations</a>	1/8/23	Approved	In Developm		<a href="#">Student support</a>			NA	<a href="#">Student support</a>	HR		<a href="#">See Qualification Details &amp; Training and Assessment Policy and Procedure</a>			27/03/2023	Nathanael Green
TLI50221	<a href="#">Diploma of Logistics</a>	1/8/23	Approved	In Developm		<a href="#">Student support</a>			NA	<a href="#">Student support</a>	HR		<a href="#">See Qualification Details &amp; Training and Assessment Policy and Procedure</a>			27/03/2023	Nathanael Green

# Examples – Policy and Procedures

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9+

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Quality Documentation

- aXcelerate Naming Conventions Policy
- Conduct Forklift Assessment (NSW) P...
- Course and Workshop Policy and Proc...
- Development and Modification of Lea...
- Diploma of Nursing
- Marketing Policy and Procedure
- Qualification and Course Template Set...
- Scope Management Policy and Proce...
- Training and Assessment Strategy (TA...
- Validation Policy and Procedure
- Student Recruitment
- Course Enrolment
- Training
- Assessment
- Student Services
- Completion

Archived pages

POLICY

## Training and Assessment Strategy Policy

This policy and subsequent procedure sets out the requirement(s) to develop training and assessment strategies (TAS) for each qualification within scope of registration in accordance with the RTO Standards for National Registration and to guide the provision of nationally consistent, high-quality training and assessment practices.

Each training product on our Scope of Registration has a TAS that is developed for different delivery models or target groups. The TAS may consist of multiple documents; however, there is consistency between these documents so that the overall strategy is clearly described.

All training products will have a documented training and assessment strategy. These will be developed upon application of registration and for any request for extension of scope of registration.

Each TAS is regularly updated to take into account changes in industry technology and techniques, legislation, and the training package itself, as well as the availability of resources. The strategy is consistent with the advertising and other material provided to prospective learners. The TAS will be developed based upon the Strategix TAS template set out on the Quality & Scope Management MASTER sheet, and includes as a minimum:

- Entry requirements as prescribed by training authorities
- Licensing requirements as prescribed by regulatory authorities
- Regulatory requirements as prescribed by state/territory authorities
- Course prerequisites and license options
- Proposed learner cohort such as workers, school leavers or mature learners
- Required learning and physical resources – ensuring adequate ratios per learner are available

Quickstart

# Strategix's Approach

- Because of the 'live' nature of the document, we link the information in our TAS to another read-only version of the document so its easier to understand and view for staff
- Use the main documents shown here to manage and update our training and assessment strategies.



# Topic: **TAS - Logistics**

Training and assessment strategies follow the same process, no matter what sector/industry they are based in. However, each may have their own specific risks or requirements that need to be considered as part of developing the TAS.

# Logistics TAS

- A separate TAS is needed for each version of a logistics course you deliver. For example, you may have a course directed at job seekers and this would be very different to a course directed at existing workers
- When developing a TAS, you should refer to the Training Package requirements, the subjects chosen and industry consultation to ensure it is correct and meets legal requirements
- Your logistics trainers are also a really important resource when developing a TAS.



# Critical Elements of a **Logistics TAS**

- Course duration, consider:
  - Face to face training
  - Simulation/practical training
  - Assessment.
- Trainers and assessors – 2 years experience in industry and with content covered
- Unit/subject selection
- Physical resources
- Industry consultation.



# Logistics TAS – Unit/Subject Selection

- Ensure the course meets the packaging rules:
  - Correct number of units (e.g., 14 units)
  - Correct number of core units (e.g., 2 core)
  - Correct number of elective units.
- Elective units must be relevant to the jobs available in the market or to industry needs
- Holistically, the course is appropriate for the student cohort, as well as the intended job outcome:
  - E.g., Certificate III in Supply Chain Operations:
    - Logistics operator
    - Warehouse operator
    - Rail terminal operator
    - Supply chain administration officer.

TLI30321 Cert III in Supply Chain Operations (R1)				
UoS	C/E	Code	Unit name	Assessment Methods
1	I	TLIF0025	Follow work health and safety procedures	SAQ, SO/P, SO
	EC	TLIL0007	Complete workplace induction procedures	SAQ, CS, SO/P, dep TLIF0025
	C	TLID0020	Shift materials safely using manual handling methods	SAQ, SO
	EC	TLIB2001	Check and assess operational capabilities of equipment	SAQ, SO
2	C	TLIF0009	Ensure the safety of transport activities (Chain of Responsibility)	SAQ, CS, P, SO, SO, SO
	EC	TLID0015	Load and unload goods/cargo	SAQ, SO/P, SO/P
	EC	TLIU0003	Apply quality systems	SAQ, SO/P
3	EC	TLIA0004	Complete receipt and despatch documentation	SAQ, SO, SO
	EC	TLIA0015	Organise receipt and despatch operations	SAQ, SO, SO
	I	TLIA0022	Pick and process orders	SAQ, SO
	EC	TLIA0010	Identify goods and store to specifications	SAQ P, Dep TLIA0004 /15
4	I	TLIG2007	Work in a socially diverse environment	SAQ, SO
	EC	TLIA0008	Coordinate stocktakes	SAQ, P, SO
	EC	TLIU2012	Participate in environmentally sustainable work practices	SAQ, SO/P

# Simulated Warehouse and Training Facility – Coopers Plains



# Logistics TAS – Physical Resources

- Simulated warehouse: Look and operate like a real warehouse
- Equipment: Forklifts, trolleys, pallet jacks, trucks, conveyor belts, etc.
- Technology: Scanners, two-way radios, PA system, etc.
- Packing, storage options, containers, boxes, packing skips, personal protective equipment (PPE), signs, labels, etc.
- Policies and procedures, order forms, documents to complete, legislation, safety instructions/manuals.



# Logistics TAS – Industry Consultation

- Discuss unit selection with industry partners and your trainers
- Ensure the units selected are relevant for industry
- Need to get feedback from different industry representatives to ensure all types of businesses are covered
- Feedback can be gathered verbally, via email or via a survey/Google Form.



# Logistics TAS – Implementation

- Update schedules, calendars, website with information
- Trainers complete the units as students:
  - Helps familiarise themselves with the assessment
  - Serves as a trial of the assessment before students start.
- Adjust the TAS based on feedback.

**You now have a WORKING Training and Assessment Strategy!**





# Review

- TASs can be useful, but often aren't
- Be the change - make your TAS useable, accessible & relevant
- Keep it updated and current
- Ensure you consult with your trainers and industry
- Trial, test and trial again.

**Any Questions?**