

TAS from an Australian RTO's perspective

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Quality and Compliance Manager – Strategix Training Group

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?

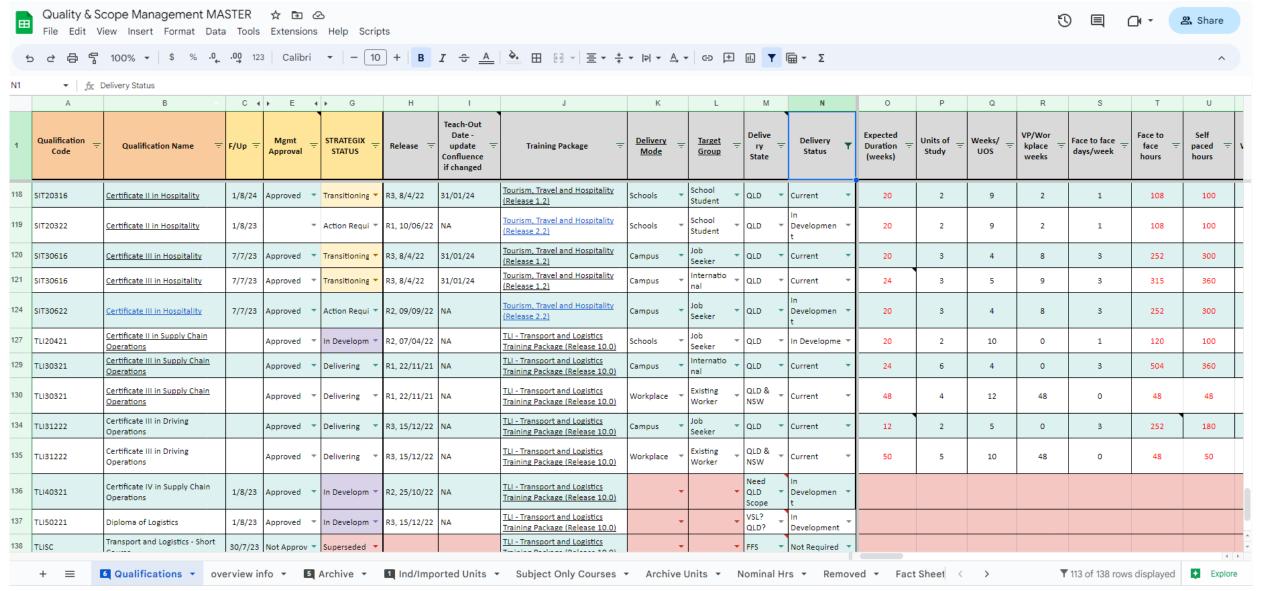
Strategix uses 2 main tools to maintain our TAS information:

- 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



Examples – Duration/Volume of Learning

А	В	C 4	▶ E	() G (> 0	Р	Q	R	S	Т	U	V	W	Х	Υ	Z	AA	AB	AC
Qualification =	Qualification Name =	F/Up =	Mgmt =	STRATEGIX =	Expected Duration = (weeks)	Units of =	Weeks/ =	VP/Wor kplace = weeks	Face to face = days/week	Face to face = hours	Self paced = hours	VP/ Workplace = hours	Assessment =	Total =	Self paced = hours/ week	VP/Work place = hours/ week	Number =	Average Hours/w = eek	VOL Notes =
SIT20316	Certificate II in Hospitality	1/8/24	Approved *	Transitioning *	20	2	9	2	1	108	100	50	24	282	5	25	12	14	NA
SIT20322	Certificate II in Hospitality	1/8/23	,	Action Requi	20	2	9	2	1	108	100	50	24	282	5	25	12	14	NA
SIT30616	Certificate III in Hospitality	7/7/23	Approved *	Transitioning *	20	3	4	8	3	252	300	80	36	668	15	10	12	33	NA
SIT30616	Certificate III in Hospitality	7/7/23	Approved *	Transitioning *	24	3	5	9	3	315	360	90	36	801	15	10	12	33	NA
SIT30622	Certificate III in Hospitality	7/7/23	Approved *	Action Requi	20	3	4	8	3	252	300	80	36	668	15	10	12	33	NA
TLI20421	Certificate II in Supply Chain Operations		Approved *	In Developm *	20	2	10	0	1	120	100	0	24	244	5	0	12	12	NA
TLI30321	Certificate III in Supply Chain Operations		Approved *	Delivering •	24	6	4	0	3	504	360	0	51	915	15	0	17	38	NA
TLI30321	Certificate III in Supply Chain Operations		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!	

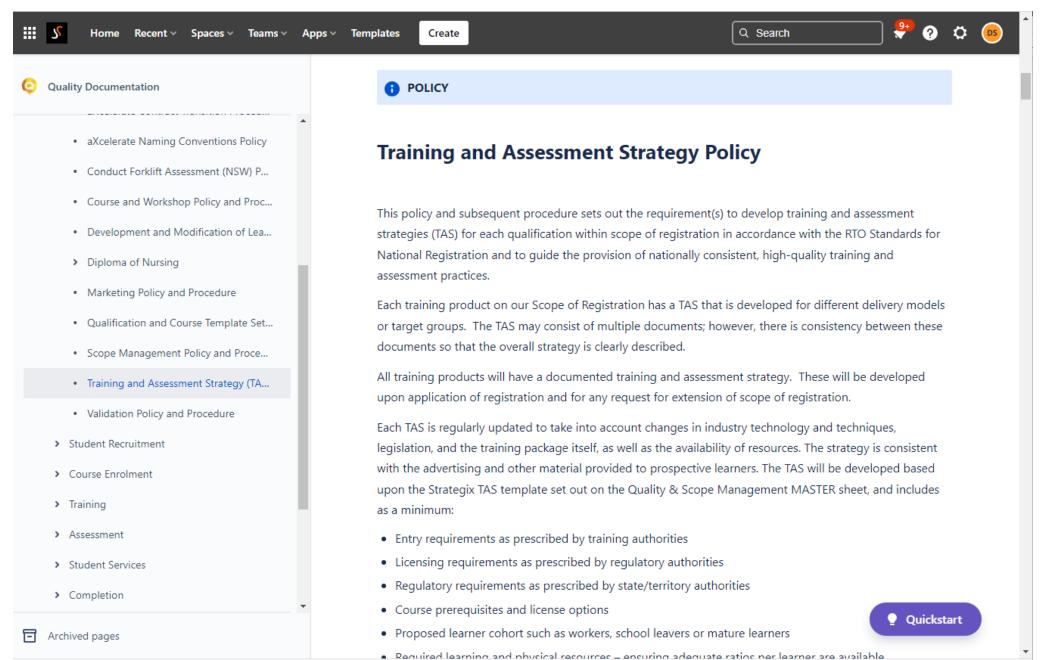
Examples – Justification

Qualification =	Qualification Name 🙃	F/Up ≂	Mgmt - Approval	STRATEGIX =	Explanation =	Holistic Delivery	Principles of -	Rules of <u>=</u>	Industry Validation
SIT20316	Certificate II in Hospitality	1/8/24	Approved 🔻	Transitioning *	NA	NA	NA	NA	NA
SIT20322	Certificate II in Hospitality	1/8/23	~	Action Requi *	NA	NA	NA	NA	NA
SIT30616	Certificate III in Hospitality	7/7/23	Approved *	Transitioning *	TAS Policy and Procedure		TAS Policy and Procedure	TAS Policy and Procedure	
SIT30616	Certificate III in Hospitality	7/7/23	Approved *	Transitioning *	TAS Policy and Procedure		TAS Policy and Procedure	TAS Policy and Procedure	
SIT30622	Certificate III in Hospitality	7/7/23	Approved •	Action Requi	TAS Policy and Procedure		TAS Policy and Procedure	TAS Policy and Procedure	
TLI20421	Certificate II in Supply Chain Operations		Approved *	In Developm 🔻	NA	NA	TAS Policy and Procedure	TAS Policy and Procedure	NA
TLI30321	Certificate III in Supply Chain Operations		Approved *	Delivering •			TAS Policy and Procedure	TAS Policy and Procedure	
TLI30321	Certificate III in Supply Chain Operations		Approved *	Delivering *	NA	NA	NA	NA	NA
TLI31222	Certificate III in Driving Operations		Approved *	Delivering •	TAS Policy and Procedure		TAS Policy and Procedure	TAS Policy and Procedure	
TLI31222	Certificate III in Driving Operations		Approved *	Delivering •	NA	NA	NA	NA	NA

Examples – Locations, Requirements and Resources

Qualification =	Qualification Name =	F/Up ₹	Mgmt - Approval	STRATEGIX =	Training — Locations	Entry = Requirements	Units of Compete =	Course —	Course =	Student =	Human — Resources	Learning - Resources	Assessment Resources ः =	Physical — Resources	Industry Consultat = ion	Date Reviewed/ = Prepared	Reviewed = I
SIT20316	Certificate II in Hospitality	1/8/24	Approved •	Transitioning *	Academy Calendar	Student support	Qualification Details	Volume of Learning	Course Schedule	Student support	<u>HR</u>	Qualification Details	See Qualification Details & Training and Assessment Policy and Procedure		Industry Consultation	29/04/2022	NA C
SIT20322	Certificate II in Hospitality	1/8/23	-	Action Requi *	Academy Calendar	Student support				Student support	<u>HR</u>		See Qualification Details & Training and Assessment Policy and Procedure			27/03/2023	Nathanael 1 Green (
SIT30616	Certificate III in Hospitality	7/7/23	Approved •	Transitioning *	Academy Calendar	Student support	Qualification Details	Volume of Learning	Course Schedule	Student support	HR	Qualification Details	See Qualification Details & Training and Assessment Policy and Procedure		Industry Consultation	29/04/2022	NA C
SIT30616	Certificate III in Hospitality	7/7/23	Approved *	Transitioning *	Academy Calendar	Student support	Qualification Details	Volume of Learning	Course Schedule	Student support	<u>HR</u>	Qualification Details	See Qualification Details & Training and Assessment Policy and Procedure		Industry Consultation	29/04/2022	NA C
SIT30622	Certificate III in Hospitality	7/7/23	Approved •	Action Requi	Academy Calendar	Student support	Qualification Details	Volume of Learning	Course Schedule	Student support	<u>HR</u>	Qualification Details	See Qualification Details & Training and Assessment Policy and Procedure			06/03/2023	NA C
TLI20421	Certificate II in Supply Chain Operations		Approved *	In Developm 🔻	Academy Calendar	Student support				Student support	HR		See Qualification Details & Training and Assessment Policy and Procedure			27/03/2023	Nathanael 1 Green (
TLI30321	Certificate III in Supply Chain Operations		Approved •	Delivering •	Academy Calendar	Student support	Qualification Details	Volume of Learning	Course Schedule	Student support	<u>HR</u>	Qualification Details	See Qualification Details & Training and Assessment Policy and Procedure			06/12/2022	1
TLI30321	Certificate III in Supply Chain Operations		Approved *	Delivering *	NA	Student support	Qualification Details	Volume of Learning	NA	Student support	<u>HR</u>	Qualification Details	See Qualification Details & Training and Assessment Policy and Procedure			06/12/2022	1
TLI31222	Certificate III in Driving Operations		Approved •	Delivering •	Academy Calendar	Student support				Student support	<u>HR</u>		See Qualification Details & Training and Assessment Policy and Procedure			27/03/2023	Nathanael (
TLI31222	Certificate III in Driving Operations		Approved *	Delivering *	NA	Student support				Student support	<u>HR</u>		See Qualification Details & Training and Assessment Policy and Procedure				
TLI40321	Certificate IV in Supply Chain Operations	1/8/23	Approved •	In Developm 🔻		Student support			NA	Student support	HR		See Qualification Details & Training and Assessment Policy and Procedure			27/03/2023	Nathanael 1 Green (
TLI50221	Diploma of Logistics	1/8/23	Approved *	In Developm 🔻		Student support			NA	Student support	<u>HR</u>		See Qualification Details & Training and Assessment Policy and Procedure			27/03/2023	Nathanael 1 Green (

Examples – Policy and Procedures



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.

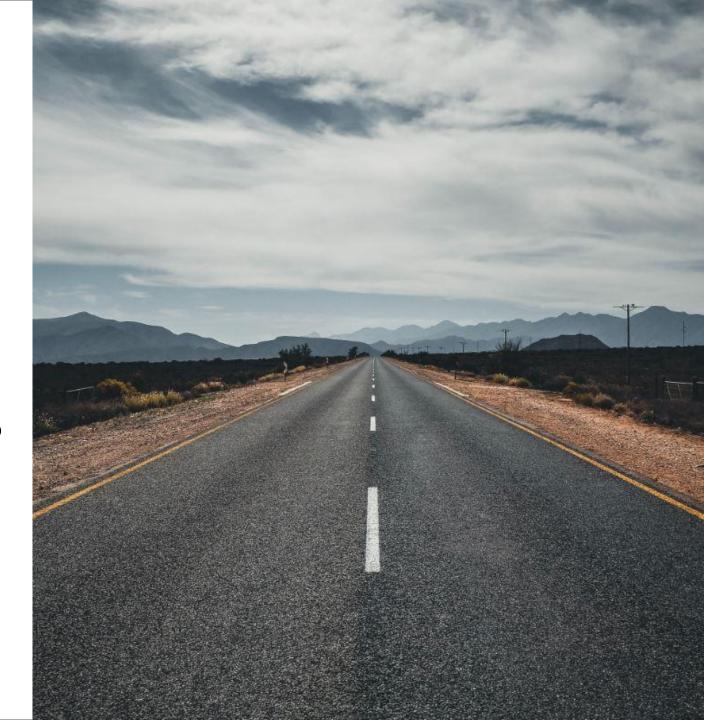


Topic: TAS - Logistics

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.

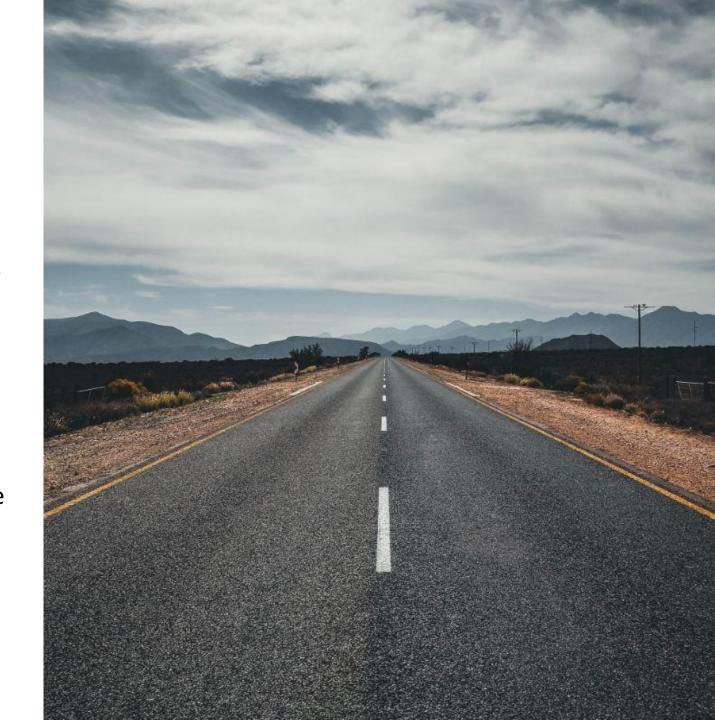
TLI303	TLI30321 Cert III in Supply Chain Operations (R1)								
UoS	C/E	Code	Assessment Methods						
	- 1	TLIF0025	Follow work health and safety procedures	SAQ, SO/P, SO					
1	EC	TLIL0007	Complete workplace induction procedures	SAQ, CS, SO/P, dep TLIF0025					
-	С	TLID0020	Shift materials safely using manual handling methods	SAQ, SO					
	EC	TLIB2001	Check and assess operational capabilities of equipment	SAQ, SO					
	С	TLIF0009	Ensure the safety of transport activities (Chain of Responsibility)	SAQ, CS, P, SO, SO, SO					
2	EC	TLID0015	Load and unload goods/cargo	SAQ, SO/P, SO/P					
	EC	TLIJ0003	Apply quality systems	SAQ, SO/P					
	EC	TLIA0004	Complete receival and despatch documentation	SAQ, SO, SO					
	EC	TLIA0015	Organise receival and despatch operations	SAQ, SO, SO					
3	- 1	TLIA0022	Pick and process orders	SAQ, SO					
	EC	TLIA0010	Identify goods and store to specifications	SAQ P, Dep TLIA0004 /15					
	-1	TLIG2007	Work in a socially diverse environment	SAQ, SO					
4	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?