



THE RTO TRAINING AND DELIVERY PROCEDURE

1 PURPOSE

- 1.1 The Training Delivery procedures sets out the procedures for the implementation of the Training Delivery Policy.

2 SCOPE

2.1

4.1 Training sessions will be provided:

4.1.1 At classrooms on a University campus; or

4.1.2 Online; or

4.1.3 At a contracted/approved training facility arranged by The College RTO:

- Where training delivery is at a Western Sydney University site or other than the Western Sydney University campus, Trainers will conduct an evaluation of the facilities prior to commencing training using a standard Training Venue Checklist (see Forms) and report any issues with resource availability.
- Prior to the commencement of training, the Trainer and Assessor will also assess the area to identify and remove hazards which could pose threat to safety of students and ensuring it is safe and conducive to learning.

5 PRIOR TO COURSE COMMENCEMENT

- 5.1 The Trainer will, prior to the commencement of a course a Trainer/Assessor will undertake the following:



5.1.1 In all cases, trainers are required to deliver learning in accordance with the Training



6.1.7 The Trainer/Assessor will take attendance daily.

7 POST TRAINING

7.1 Trainer/Assessor will give feedback on how course was coordinated and give feedback as part of continuous improvement that could be made to better the course.

8 RECORD KEEPING

8.1 Records should be kept of students who require a Student support Plans SSP's will be kept on the students file on the Student Management System.

8.2 Records of all student LLN Tests will be kept on the Student Management System on the student file.

8.3 All records regardless of their format will be saved in digital format.

9 COMPLAINTS AND APPEALS

9.1 All complaints and appeals should be sent



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STATUS AND DETAILS

Status	Current
Version	1
Effective Date	21 October 2020
Review Date	21 October 2023
Approval Policy	The College Senior Management Team
Governing Authority	Western Sydney University Enterprises Board
Endorsed by	The RTO Committee
Unit Responsible	The Registered Training Organisation