

## Training & Assessment Framework Policy

### 1. Purpose

The purpose of this policy is to ensure that Contempo College delivers high-quality training and assessment that:

- Meets the **Standards for Registered Training Organisations (RTOs) 2025**
- Produces **competent, job-ready graduates**
- Maintains **assessment integrity**
- Supports **learner success**, including overseas students under the National Code 2018

This framework establishes how training and assessment are planned, delivered, assessed, evaluated, and continuously improved.

### 2. Legislative and Regulatory Framework

This policy is informed by and complies with:

- Standards for Registered Training Organisations (RTOs) 2025
- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Australian Qualifications Framework (AQF)
- Relevant Training Package requirements
- Australian Consumer Law

### 3. Scope

This policy applies to:

- All nationally recognised training and assessment delivered by Contempo College
- All trainers, assessors, academic managers, and contractors
- All learners, including domestic and overseas students

### 4. Training and Assessment Principles

Contempo College ensures that training and assessment are:

#### 4.1 Training Principles

- **Industry-relevant** and reflective of current workplace practices
- **Structured and sufficient** to meet volume of learning requirements
- **Supported by appropriate resources**
- **Responsive to learner needs**, including LLND support

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## 4.2 Assessment Principles

Assessment practices are:

- **Valid** – assess the required skills and knowledge
- **Reliable** – produce consistent outcomes
- **Fair** – inclusive and supported by reasonable adjustment
- **Flexible** – reflect learner contexts

## 5. Training Product Development and Delivery

### 5.1 Training Product Design

Each training product is delivered in accordance with:

- The relevant **Training Package or accredited course**
- Approved **Training and Assessment Strategies (TAS)**

The TAS includes:

- Target learner cohort analysis
- Mode of delivery
- Assessment methods
- Resources required
- Industry engagement evidence
- Delivery and assessment schedules

### 5.2 Volume of Learning

Contempo College ensures that:

- Course duration reflects the AQF volume of learning
- Overseas students are provided with a full-time study load where required
- Training is not compressed in a manner that compromises competency outcomes

## 6. Assessment Practices

### 6.1 Assessment Development

Assessments are:

- Written and reviewed by qualified assessors
- Benchmarked against Training Package requirements
- Designed to assess practical, theoretical, and applied competence

### 6.2 Assessment Conduct

Assessors must:

- Be vocationally competent
- Hold current assessor credentials
- Apply assessment conditions consistently

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- Maintain academic integrity and authenticity

## 7. Recognition, Credit and Pathways

Contempo College provides fair access to:

- **Recognition of Prior Learning (RPL)**
- **Credit Transfer** where AQF credentials are presented

These processes:

- Are transparent and documented
- Do not disadvantage overseas students
- Do not reduce learning outcomes or assessment integrity

## 8. Industry Engagement

Industry engagement is maintained to ensure training is current and relevant through:

- Consultation with industry representatives
- Feedback on graduate outcomes
- Trainer industry currency activities
- Review of assessment tools and delivery practices

Evidence of industry engagement is documented and retained.

## 9. Learner Support and Reasonable Adjustment

Contempo College ensures:

- Pre-training review of learner needs
- Access to academic and LLND support
- Reasonable adjustment without compromising competency standards

Additional support mechanisms apply for overseas students to meet National Code welfare obligations.

## 10. Roles and Responsibilities

- **Principal Executive Officer (PEO)**
  - Ensures the effectiveness of training and assessment systems
  - Provides adequate resources and oversight
- **Campus Manager**
  - Implements this framework at the operational level
  - Monitors delivery quality and assessment integrity

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### • **Trainers and Assessors**

- Deliver training and assessment in accordance with the TAS
- Maintain vocational, training, and assessment currency
- Participate in validation and continuous improvement

## 11. Monitoring, Evaluation and Continuous Improvement

Training and assessment quality is monitored through:

- Validation and moderation outcomes
- Learner feedback
- Complaints and appeals data
- Completion and progression rates
- Internal audits

Continuous improvement actions are:

- Recorded in the Continuous Improvement Register
- Implemented and reviewed for effectiveness

## 12. Records and Evidence

Evidence supporting this framework includes:

- Training and Assessment Strategies
- Assessment tools and mapping documents
- Validation records
- Industry consultation evidence
- Trainer and assessor competency records

Records are maintained in accordance with the Document and Records Management Policy.

## 13. Review of Policy

This policy is reviewed:

- Biannually
- Following regulatory changes
- After audit findings or significant risks are identified

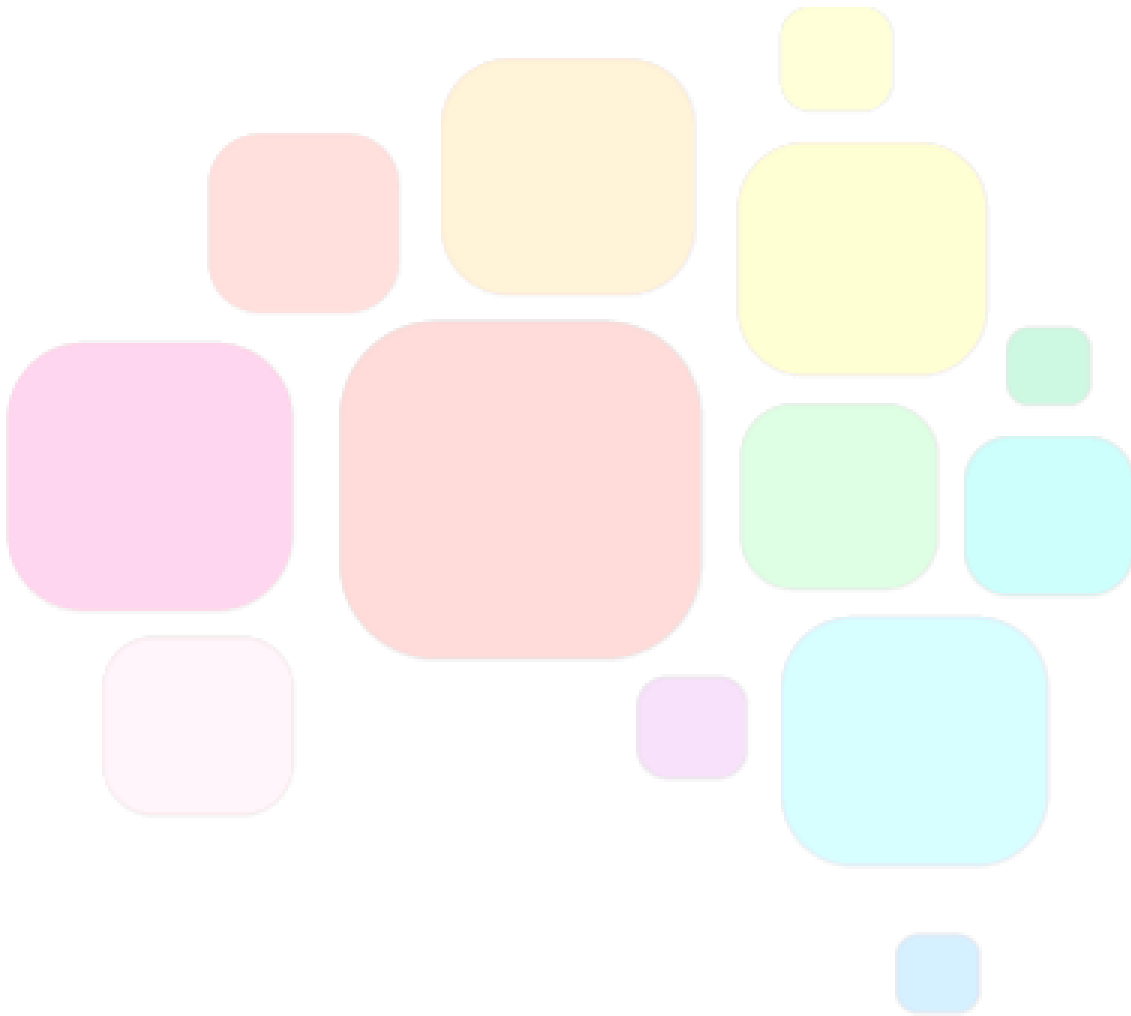
## 14. Related Policies

- Assessment Validation Policy
- Trainer & Assessor Capability Policy
- Academic Integrity Policy
- Student Admission & Enrolment Policy
- Continuous Improvement Policy

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## 15. Status

This policy satisfies the **core training and assessment requirements** under the Standards for RTOs 2025 and supports compliance with the National Code 2018.



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