

Victorian and ACT Training Plan Policy and Procedure

1. Purpose and Scope

This policy outlines the process and requirements for creating a learner's Training Plan based on the funding initiative contract through which the learner is enrolling.

The scope of this policy includes Administration, trainers, and Heads/Deputy Heads of School.

2. The Policy

AIE uses a Training Plan to document and provide information on training and assessment to a learner accessing a funding initiative. This information ensures that the learner can make informed decisions about their training and assessment and ensures that the respective obligations of all parties is clear.

Training Plans must be developed and provided to the learner according to the requirements of the funding initiative contract through which the learner is enrolling.

Training Plans must include all elements listed in the contract and compliance guidelines for each funding initiative. Where updated guidelines are published, AIE's existing processes, policy and Training Plan templates must be reviewed and updated as soon as possible.

3. Implementation

The following positions, departments and/or groups are responsible for implementing this policy:

| Party | Responsibility |
|---------------------------------------|--|
| Board of Directors: | Approval of policy. |
| Academic Management Committee: | Drafting and review of policy and related documents. |
| Administration: | Generating Training Plans. |
| Intranet Content Coordinator: | Uploading new version to the AIE intranet. |
| Senior Web Developer: | Uploading new version to the AIE website. |

4. Procedure/s

4.1. ACT Skilled Capital

Information documented in a Training Plan under the ACT Skilled Capital funding initiative must include the following:

- a. Learner's name and date of birth
- b. Training Product name and national code
- c. Training commencement date
- d. Training Provider's trading name, RTO code, address, contact person, contact phone number and email address
- e. Agreement declarations for all signatories to the Training Plan
- f. Learner's signature and date
- g. Training Provider's authorised representative full name, signature and date
- h. Unit of competency code, name and identification of core and electives
- i. The training mode for each unit of competency
- j. Assessment method for each unit of competency, including the identification of RPL or Credit Transfer, where applicable

ACT Skilled Capital Training Plans must be developed and signed within 8 weeks of creation of their student record in the ACT Vocational Education and Training Administration Records System (AVETARS).

The fully executed Training Plan must be provided to the learner and their employer (where applicable) within 10 business days of its completion.

4.2. Victorian Skills First Program

Information documented in a Training Plan under the Skills First Program must include the following (excluding Apprenticeship and Traineeship students):

- a. Name and contact details of the Training Provider
- b. Title and code of the qualification
- c. Expected duration of the qualification
- d. Title and code for each unit of competency to be obtained
- e. Scheduled hours for each unit of competency to be obtained
- f. Timeframe for achieving units of competency including the start date and end date of each unit of competency
- g. Delivery modes to be used for each unit of competency
- h. Method(s) of assessment for each UOC taken from the associated TAS document
- i. Persons responsible for the delivery and/or assessment of each unit of competency – where this information is not available within the timeframe for first issuing a Training Plan, it must be made available as soon as is reasonably practicable
- j. Record of RPL and credit transfer hours granted, as relevant
- k. Notes on any additional learner needs or any alternative assessments that will be arranged

In the event of any amendment or change throughout the training service, a new Training Plan version is to be developed according to those changes and agreed upon by the learner. Any updated Training Plan must be provided to the learner no later than one week after the change occurring.

The information in the Training Plan must be provided in a single document by including all required details stipulated in the *VET Funding Contract*.

Skills First Training Plans should be developed and provided to the learner prior to the training commencement, but no later than 4 weeks after the commencement of training.

4.3. Process

- a. After the learner has enrolled in their course, an AIE Administration Officer will cross-check all the details in the student management system (SMS), and that all eligibility documentation and application paperwork has been uploaded to the SMS prior to generating the Training Plan. The Training Plan should be generated and sent to the learner before their course commencement date, where possible. The Training plan is generated through the learner's course offer by opening a learner profile in aXcelerate and then clicking on the right side of the course offer
- b. Select the appropriate template:
 - I. ACT Skilled Capital – AIE Training Plan
 - II. Melbourne Campus Training Plan
- c. If the student has been offered alternative method of training and assessment, fill the Support Services Required section:
 - I. Complete questions A, B and C
 - II. If individualised support is not required, you can leave these questions blank
- d. Click Save and email
- e. In the Message Setup screen, update the following fields:
 - I. From: The Academy of Interactive Entertainment
 - II. Format: Send Template as PDF Attachment
 - III. Email Content:
 - i. Melbourne Campus Stage 1 Training Plan – For your information only
 - ii. Melbourne Campus Stage 2 Training Plan – For your information only
 - iii. ACT Skilled Capital – Step 3
- f. Send
- g. After sending the Training Plan, the Administration Officer needs to view the learner's contact notes and verify that the training plan was generated accurately.
- h. If there are any changes to the related course or to the student journey, a new version of the Training Plan must be issued and agreed upon by all parties to reflect the changes

The information in the Training Plan is sent to the learner in electronic PDF format, but can be printed for the learner upon their request. The generated training plan is automatically saved in the learner's contact notes in the SMS as per *Information and Records Management Policy and Procedure*.

4.4. Responsibilities

4.4.1. Learners

The learner's responsibilities and obligations include, but are not limited to:

- a. Read the Training Plan once provided by AIE Administration

- I. If the learner has any concerns with any items in the Training Plan, they must discuss these concerns with an AIE Administration Officer so that any concerns can be resolved, and necessary updates made.
- b. Sign the Training Plan where required by the funding initiative the learner is enrolling under
- c. Participate and undertake in all training and assessments as outlined in their Training Plan
- d. Work actively towards achieving competency in all assessments.

4.4.2. AIE

AIE's responsibilities are to:

- a. Develop and negotiate the Training Plan with the learner by using the correct Training Plan template from aXcelerate
- b. Provide training and assessment in accordance with the Training Plan
- c. Notify the learner and, where relevant, the State Training Authority, regarding any issues that may affect successful completion of the qualification
- d. Explain and offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to the learner
- e. Generate the Training Plan within the timeframes specified in Section 2 of this policy
- f. Compare the learner's progress, the units of competencies achieved and not achieved, and the training that has been completed against the Training Plan, after each unit of study has been completed
- g. Take the necessary actions required if the learner is at risk of not completing the qualification as stipulated in the Training Plan
- h. Understand relevant legislations associated with the funded initiative in which the learner is enrolled
- i. Understand how the training, assessment and support will occur through the learner's journey
- j. Ensure each individual learner's Training Plan aligns with the relevant Training and Assessment Strategy (TAS) document and that any variation from the TAS document is verified, accepted and justified in the Training Plan
- k. Generate a generic Training Plan for all the learners who are undertaking the same training, in the same way, but a single individual customised training plan is required if any additional needs/supports are identified through the relevant application assessment process:
 - I. Skills First Program: Pre-Training Review
 - II. ACT Skilled Capital: Initial Skills Assessment & LLN testing
- l. If any changes occur throughout the training services, update the Training Plan according to those changes and ensure that each learner receives the updated information as soon as possible and within any timeframes specified within this policy
- m. Monitor the learner's progress until the qualification and the training contract is completed
- n. Monitor each individual learner's progress with the requirements of qualification, and in line with the Training Plan.

5. Definitions

The following definitions apply to this policy:

| Term | Definition |
|---|---|
| Fee for Service (FFS) | A payment model where there is no funding available to the student. Generally, the student pays for the tuition by themselves by selecting the mode and frequency of the payment. This is mutually agreed by AIE and the student at the time of enrolment. |
| Training and Assessment Strategy (TAS) | The primary document describing how a course of study will be delivered and monitored. It describes how the training and assessment will be conducted and how AIE will comply with the training package rules and other Australian Skills Quality Authority (ASQA) requirements. |
| Training Plan | A documented program of training and assessment for an individual learner. It is developed by AIE in consultation with the learner and, where required by the training initiative, by the employer. It is used as the basis for training and assessing a person undertaking a training product. |
| Unit of Competency (UOC) | The smallest component of a training package, a unit of competency (UOC) describes the skills and knowledge required to perform effectively to a specific standard in a particular workplace role or function. |

6. Related Documents

The following documents are related to this policy:

- a. Application and Enrolment Policy and Procedure
- b. Assessment Policy and Procedure
- c. Information and Records Management Policy and Procedure
- d. Victorian Pre-Training Review Policy and Procedure
- e. Victorian Skills First Program Eligibility and Fee Policy and Procedure.

The following legislation and standards are related to this policy:

- f. ACT Standards Compliance Guide for Australian Apprenticeships
- g. ACT Standards Compliance Guide for Skilled Capital
- h. ACT Standards Compliance Guide for Skilled Capital – JobTrainer Fund
- i. ACT Standards for Delivery of Subsidised Training
- j. Skills First Quality Charter
- k. Standard VET Funded Contract
- l. Standards for Registered Training Organisations (RTOs) 2015.

7. Review

This policy will be reviewed annually (or as needed) by the Head/Deputy Head of School Canberra & Online and the Head/Deputy Head of School, Melbourne.

8. Revision History

This policy has undergone the following revisions:

| Version No. | Version Description | Contributor(s) | Approval Authority | Date Revised/ Approved |
|-------------|---|---|--------------------|------------------------|
| 1.0 | First version of document approved by BOD and published. | Linda Burrows (National Compliance Officer) Vicki de Margheriti (Chief Executive Officer) | BOD | 25 August 2020 |
| 2.0 | Revised, then expanded to include all training plans and retitled <i>National Training Plan Policy and Procedure</i> . | Laurie Costabile (Head of School, Melbourne) Linda Burrows (National Compliance Officer) Charlotte Pichelmann (National Compliance Administration Support) | CEO | 23 March 2021 |
| 2.1 | Reviewed with minor process update to Section 4.2(h). Reformatted. UOC and TAS definitions added. Retitled from <i>National Training Plan Policy and Procedure</i> to <i>Victorian and ACT Training Plan Policy and Procedure</i> . | Frank Farfalla (Deputy Head of School, Melbourne) Joshua Skeates (Deputy Head of School, Canberra & Online) Nick Markesinis (Intranet Content Coordinator) | AMC | 13 July 2023 |