

TRAINING AND DELIVERY POLICY

1 PURPOSE

- 1.1 The aim of this Policy is to guarantee that all training and assessment provided by AHETI complies with [The Standards for RTOs \(2015\)](#).
- 1.2 The AHETI Training Delivery Policy is applicable to all qualifications and units of competency offered by AHETI.
- 1.3 This Policy is relevant to all trainer/assessors, students, and clients involved in a Government Funded Training Contract or a Fee for Service agreement.

2 DEFINITIONS

- 2.1 To clarify the terms used in this Policy and its associated Procedures, the following definitions are provided:
 - i. AHETI - Australian Health Education and Training Institute
 - ii. AQF - the Australian Qualifications Framework.
 - iii. ASQA - Australian Skills Quality Authority, the national VET regulator for RTOs.
 - iv. Qualification - accredited certification acknowledging the successful completion of an AQF qualification that prepares an individual for employment and/or further education and training.
 - v. Services - training, assessment, related educational and support services, and/or any activities linked to the promotion or recruitment of potential students.



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- vi. USI - Unique Student Identifier.
- vii. Unit – A Unit of Competency. A qualification consists of several units, each of which can be assessed and recognised individually.
- viii. VET – Vocational Education and Training.

3 POLICY STATEMENT

- 3.1 AHETI is dedicated to delivering training and assessment that align with [The Standards for RTOs \(2015\)](#) while emphasising quality, pertinence, and adaptability.
- 3.2 AHETI is devoted to ensuring that students receive training and assessment services that fulfil the prerequisites of Training Packages and VET accredited qualifications.
- 3.3 AHETI offers students and trainers/assessors the availability of pertinent training resources and supportive services.

4 PRINCIPLES

- 4.1 AHETI ensures compliance with RTO regulatory requirements by offering:
 - i. Competent and experienced trainers and assessors to conduct training and assessment within the authorised range of services.
 - ii. Adequate facilities, whether physical or virtual, and the necessary equipment to accommodate and assist the enrolled students.
 - iii. Training and assessment methods that align with industry demands, as recognised through engagement and consultation with the industry.



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- 4.2 All prerequisites are fulfilled in accordance with Training Packages or VET accredited qualifications within AHETI's scope of registration.
- 4.3 Qualifications and units incorporate adaptable learning methods consistent with relevant procedures and customised student learning plans created by AHETI.
- 4.4 A range of assessment choices for qualifications and units are provided to meet the specific needs of students. This includes reasonable adjustments and alterations that maintain the integrity of learning and assessment outcomes.
- 4.5 Students who identify as requiring additional support are individually assessed and presented with Personalised Learning Plans. AHETI offers counselling services to students.
 - i. AHETI delivers educational training and support services tailored to the unique requirements of individual students as specified in their Personalised Learning Plans.
 - ii. AHETI offers training materials that enable students, regardless of their location or mode of delivery, to fulfil the criteria for each qualification or unit.
- 4.6 Training and Assessment Strategies (TAS) are developed for all training products.
 - i. Development of training delivery methods includes input and recommendations from industry professionals during the program development phase.
 - ii. All training and assessment undergoes validation in accordance with established procedures, training package prerequisites, and the Assessment Policy.
 - iii. Any training and assessment provided through a Partner Arrangement will have the appropriate TAS adjusted to encompass the distinctive aspects of the arrangement.

5 ROLES AND RESPONSIBILITIES

- 5.1 The AHETI Committee is tasked with endorsing all training delivery-related proposals.
- 5.2 The AHETI Director is accountable for implementing this Policy and has the authority to assign some or all of their responsibilities to an AHETI staff member.
- 5.3 The AHETI Director, or their assigned representative, is in charge of:
 - i. Ensuring that the results of each decision regarding training delivery are methodically documented.
 - ii. Maintaining a history of prior decisions to streamline the creation of the aforementioned guidelines.
- 5.4 The Lead Trainer is responsible for formulating training delivery proposals in accordance with this Policy.



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For more information		
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