

**AHETI**Transforming Aspirations into
Australian Health Careers

TRAINING AND DELIVERY PROCEDURE

1 PURPOSE

- 1.1 The Training Delivery procedures describe the steps for enacting the Training Delivery Policy.

2 SCOPE

- 2.1 This procedure is relevant to all Trainers/Assessors, students, and clients involved in a Government Funded Training Contract or a Fee for Service arrangement under AHETI.
- 2.2 It pertains to all courses and units of competency delivered by AHETI.

3 TYPES OF LEARNING

- 3.1 AHETI provides courses with various flexible learning options:
- i. In-Person, Classroom-based instruction.
 - ii. In-Person, Trainer support without formal learning.
 - iii. Online, Trainer-guided learning.
 - iv. Assessment-only.

4 TRAINING LOCATIONS

- 4.1 Training sessions will be conducted in the following ways:



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- i. In classrooms.
- ii. Online.
- iii. At an approved training facility organised by AHETI:
 - a. When training takes place at a location other than an AHETI campus, Trainers will assess the facilities using a standard Training Venue Checklist (available in Forms) and report any resource-related concerns.
 - b. Before commencing training, Trainers and Assessors will inspect the area to identify and eliminate potential safety hazards, ensuring a safe and conducive learning environment.

5 PRIOR TO COURSE COMMENCEMENT

5.1 Before commencing a course, a Trainer/Assessor at AHETI will complete the following steps:

- i. In all instances, trainers are required to deliver instruction in alignment with the Training and Assessment Strategy (TAS) or VET package and use the provided training and assessment materials, focusing on their roles of teaching and managing students within the learning environment.
- ii. A Trainer/Assessor must confirm that the TAS accurately represents the current course.
- iii. A Trainer/Assessor must ensure that all relevant mappings are correct for the intended course.
- iv. Verify that all necessary training resources are accessible, and when needed, adapt them to align with student/client requirements.



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- v. Confirm the availability of a variety of assessment options to accommodate different learner needs.
- vi. Evaluate each student's Language, Literacy, and Numeracy (LLN) proficiency and create a Student Support Learning Plan for students who require additional assistance.
- vii. Maintain awareness of students enrolled in Student Support Plans.

6 DURING TRAINING

6.1 While delivering training, Trainer/Assessors at AHETI will ensure:

- i. All training and assessment activities align with the requirements of the training package and TAS.
- ii. For students who have identified learning needs, Trainer/Assessors must confirm that their Student Support Plans address those needs.
- iii. The extent to which learning takes place depends on how the student interacts within their learning environment. This environment encompasses the trainer, training materials, fellow students, and the physical and psychological atmosphere.
- iv. Trainers have a responsibility to guide, motivate, and supervise students to help them achieve their learning objectives. Trainers should also empower students to take charge of their own learning. Monitoring the learning process allows trainers to track progress.
- v. Throughout the training program, Trainers will keep a close eye on students' progress, report on it, and address any identified requirements for additional learning support



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- vi. Both during and after training delivery, Trainers will identify areas for enhancement and provide recommendations following the guidelines outlined in the Continuous Improvement Policy.
- vii. The Trainer/Assessor will maintain a daily attendance record.

7 POST TRAINING

- 7.1 Trainer/Assessors will provide feedback on the course coordination process and offer suggestions for ongoing improvements to enhance the course.

8 RECORD KEEPING

- 8.1 Records should be maintained for students who need Student Support Plans (SSPs), and these plans will be stored in the student's file within the Student Management System.
- 8.2 Records of all student LLN Tests will be stored in the Student Management System within the student's file.
- 8.3 All records, irrespective of their original format, will be preserved digitally.

9 COMPLAINTS AND APPEALS

- 9.1 All complaints and appeals must be submitted in writing to the AHETI Director. For more details, please consult the AHETI Complaints and Appeals Policy.



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For more information		
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