Training Package Working Advisory Group

TERMS OF REFERENCE

1. TITLE OF COMMITTEE

Training Package Working Advisory Group (TPWAG)

2. ESTABLISHMENT

The Training Package Working Advisory Group is established under the University’s Academic Board Terms of Reference.

3. FUNCTIONS AND RESPONSIBILITIES

Training Package Working Advisory Groups are responsible for providing a University-wide approach to continuous improvement and quality assurance of specific Training Package provisions. The relevant Head of School/Dean of College will ensure the Training Package Working Advisory Group:

- Establishes Training Package Repository site for all resources;
- Establishes email group list for TPWAG communication (TPWAG Chair); and
- Schedules regular ongoing TPWAG meetings with minutes kept as evidence on Training Package Repository site

Areas of responsibility:

Proactive Course Planning

- Register members on training.gov.au;
- Undertake review of Training Package and Companion Volume to determine extent of the changes and implications for Training Products;
- Identify the assessment requirements as described in the Training Product, Training Package and Companion Volume;
- Prepare an annual plan for TPWAG Scoping activities;
- Identify Training Products for submission as Transfers or Additions to scope or to be removed from scope, in line with the VETQMS Scope Management Procedures;
- Conduct industry engagement and consultation with professional bodies, in line with the VET Industry Engagement Procedures; and
- Obtain feedback on the overall Training and Assessment Strategy (TAS) for each Training Product outlining any specific requirements for different cohorts of students for each context, the resources and facilities necessary to conduct assessment (including simulated environments) and the suitability of the assessor’s experience;

Course Design & Registration

- Engage with industry on TAS if not undertaken in the planning phase, in line with the VET Industry Engagement Procedures;
• Prepare or review Training and Assessment Strategy for each Training Product as per the VETQMS Training and Assessment Strategy (TAS) Cycle Procedures for specific student cohorts;

• Document the assessment validation strategy, in line with the VET Assessment Validation Procedures, including:
  o Continuous pre-assessment validation such as when, how and who will validate assessment tools and how the findings will be actioned and documented;
  o Continuous post-assessment validation which involves validating the assessment judgements, documenting the findings and updating the Assessor Guide;
  o Scheduled post-assessment validation;
  o Any independent assessment validation required; and
  o Any other moderation strategy that the TPWAG chooses to implement;

• Design the specific assessment methods and tools to be utilised within each unit, or clusters of units, that complies with the Training Package requirements, performance criteria, assessment requirements, and required knowledge and skills;

• Document the assessment approach for each unit, or cluster of units, including:
  o Types of assessment methods;
  o When and how the assessment will occur;
  o Any reasonable adjustments to be made;
  o Any resources required to support assessment methods; and
  o Number of assessment attempts allowed;

• Apply the Principles of Assessment and the Rules of Evidence in the choice of assessment methods and the development of the assessment tools;

• Conduct pre-assessment validation of all assessment methods in line with the VET Assessment Validation Procedures;

• Design the specific training methods to be utilised within each unit, or clusters of units, that complies with the Training Package requirements, performance criteria, assessment requirements, and required knowledge and skills;

• Where the TPWAG chooses to list an unnamed elective unit in the TAS for a qualification it must ensure that the VET teams teaching the unit are resourced to meet all requirements of the Assessment Guidelines of the Training Package from which the unit is drawn including requirements relating to the competence of trainers and assessors;

• Submit TAS, industry engagement evidence and other TAS documents for approval, in line with the VETQMS Scope Management Procedures;

• Ensure all TAS documentation, including the TAS and industry engagement evidence is uploaded to Training Package Repository Site, in line with the VET Training Package Repository Site Procedures; and

• Alert Learnline team/manager if online materials will change and/or if new online support is required.

Course Implementation

• Monitor staff competence to deliver training and assessment in alignment with clause 1.13-1.24 of the Standards for Registered Training Organisations (RTO’s) 2015 and report to the relevant Team Leader;

• Monitor lecturer supervision arrangements and report to relevant Team Leader;

• Ensure all TAS documentation and student assessment and RPL evidence is uploaded to Training Package Repository Site, Learnline and/or Sharestream, in line with the VET Training Package Repository Site Procedures; and

• Undertake systematic monitoring of Third Party Agreements as per the VET Third Party Delivery Agreement Procedures and record outcomes.
Course Review

- Conduct continuous post-assessment validation on assessor judgements, complete report and prepare an Improvement Plan, in line with the VET Assessment Validation Procedures;
- Conduct Scheduled Assessment Validation, complete report and prepare an Improvement Plan, in line with the VET Assessment Validation Procedures;
- Implement Continuous, Scheduled and Independent Assessment Validation Improvement Plans and record results, in line with the VET Assessment Validation Procedures;
- Implement Quality Audit Improvement Plan, in line with VET Quality Audit Procedures;
- Review Industry Skills Council Training Package development updates;
- Check training.gov site for any amendments to the Training Package;
- Collect and review student, industry, employer and lecturer feedback;
- Review the Training and Assessment Strategy, in line with VET Training and Assessment Strategy (TAS) Cycle Procedures;
- Update TAS as new Lecturers commence;
- Update TAS to reflect any new student cohorts;
- Update TAS to reflect any new elective units;
- Update TAS to reflect a change in delivery location;
- Fill in a Request to Amend Form to make these changes;
- Review and audit any Third Party Delivery Agreements;
- Ensure all TAS documentation and TAS Review documentation is appropriately uploaded to Training Package Repository Site, in line with Training Package Repository Site Procedures; and
- Provide course review calendar and actions to VETLTC (or other suitable forum).

4. MEMBERSHIP

Specific membership of each Training Package Working Advisory Group (TPWAG) will be determined by the relevant Head of School/Dean of College and consist of:

- Relevant Team Leader (Chair);
- VET Developer;
- Education Program Manager;
- Industry Body Representatives (Professional Association) where invited and required;
- Industry Employers;
- Training Advisory Council Representative; and
- Lecturers

The Chair may invite additional members depending on the agenda

5. CHAIR

The Chair of the Committee will be the relevant Team Leader. In the Chair’s absence, a Deputy Chair will be appointed from within the committee

6. SECRETARY

Administrative support will be provided by the relevant School/College.

7. TERM OF OFFICE

The Head of School/Dean of College will review membership annually.
8. QUORUM

A quorum of the Training Package Working Advisory Group will be half the members plus one (1).

9. MEETINGS

The Training Package Working Advisory Group TPWAG will meet at least four (4) times per year.

A calendar of meetings will be posted on the Training Package repository site by November 30 each year for meetings in the following year.

Scheduling of training must allow for all TPWAG members to attend each meeting.

10. RESOLUTIONS OF THE GROUP

Matters requiring a resolution by the Advisory Group are to be determined by consensus of the members present. Outcomes and actions will be noted in minutes of the meeting and stored in the Training Package Repository Site.

11. AGENDA

There will be a written agenda distributed at least three (3) days prior to each meeting by the Chair.

12. REPORTING

The Training Package Working Advisory Group TPWAG will present a report to the Head of School/Dean of College.

13. RELEVANT DEFINITIONS

In the context of this document:

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### Document History and Version Control

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|         |               |             | • Re-order/number template headings  
<p>|         |               |             | • Removed unnecessary supporting documentation and definitions not used in document |</p>
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- Corrected grammar, spelling and syntax