

Job Training Institute (JTI)

Training and Assessment Policy & Procedure

1. Purpose

This policy ensures that Job Training Institute (JTI) delivers training and assessment that meets national standards, industry requirements, and regulatory obligations. It supports consistent, valid, and fair assessment decisions and quality training outcomes for all students.

2. Scope

This policy applies to all nationally recognised training and assessment delivered by JTI, across all delivery modes, including face-to-face, online, blended, workplace-based, and simulated delivery. It applies to all staff involved in training, assessment, validation, compliance, and management.

3. Regulatory Alignment This policy aligns with:

- Standards for RTOs 2025: Standards 1, 2, 3, and 4
- National Vocational Education and Training Regulator Act 2011
- Training Packages and Units of Competency (training.gov.au)
- ESOS Act 2000 and National Code 2018 (where applicable)
- Skills First Program Guidelines (where applicable)
- Work Health and Safety legislation
- Privacy Act 1988 and Anti-Discrimination legislation

4. Policy Statement

JTI ensures training and assessment practices are systematic, structured, industry-informed, and compliant. Assessment decisions are based on valid, sufficient, current, and authentic evidence. Continuous improvement is embedded in all training and assessment activities.

5. Principles of Training

- Training is delivered in accordance with approved Training and Assessment Strategies (TAS)
- Training reflects current industry practices
- Resources and facilities meet training package requirements
- Training supports diverse learner needs

6. Assessment Principles and Rules of Evidence

Assessment follows the principles of fairness, flexibility, validity, and reliability.

Evidence collected must be:

- Valid
- Sufficient
- Authentic
- Current

7. Assessment Methods

Assessment methods may include:

- Written knowledge tasks
- Practical demonstrations and observations
- Role plays and simulations
- Workplace observations
- Case studies and projects
- Third-party reports
- Reflective journals

8. Simulated and Workplace Assessment

- Simulated environments reflect real workplace conditions
- Workplace assessments meet training package requirements
- Host organisations are suitability checked
- Workplace visits are conducted as per TAS

9. Trainer and Assessor Requirements

- Trainers and assessors hold required TAE qualifications
- Vocational competency and industry currency are maintained
- Professional development is ongoing

10. Validation and Moderation

- Validation is conducted systematically
- Assessment tools and decisions are reviewed
- Industry input is included where required
- Outcomes are documented and actioned

11. Student Support and Feedback

- Students may access the Complaints and Appeals Policy to appeal an assessment decision.
- Clear assessment instructions are provided
- Feedback is provided within 7–14 business days
- Reassessment opportunities are available

12. Record Keeping

- Assessment records are securely maintained
 - Validation and moderation records are retained
 - Records meet regulatory retention requirements
- Industry feedback is considered through consultation activities and validation processes.

13. Continuous Improvement

- Student and trainer feedback is reviewed
- Validation outcomes inform improvement
- Approve and monitor compliance with Training and Assessment policies and procedures.
- Actions are documented and monitored



14. Roles and Responsibilities

Management:

Ensure compliance and oversight

Trainers/Assessors:

- Deliver training and assessment
- Participate in validation

Students:

▪ Training and assessment delivery must align with the approved Training and Assessment Strategy for each qualification.

- Engage in training and assessment
- Submit authentic work

15. Procedure – Training and Assessment

- Training and Assessment Strategies are developed and approved prior to delivery
- Trainers deliver training as per TAS
- Assessments are conducted using approved tools
- Evidence is collected and assessed

This document is subject to version control, approval, and scheduled review in line with JTI governance requirements.

- Results are recorded in the LMS
- Validation is conducted according to schedule
- Continuous improvement actions are implemented

16. Review

This policy and procedure are reviewed annually or following regulatory change.