Policy Rationale

- To ensure that students receive accurate and timely information on learning pathways and develop Individual Learning Plans (ILP) to assist the achievement of mutually agreed learning outcomes.

Policy Aims for Pathways and ILP

- The Manager will ensure that student information and marketing material contains advice:
  - on career pathways that courses may lead to as well as interrelationships between courses
  - that CCAE recognises valid AQF qualifications and statements of attainments issued by other RTO’s
- All students will be encouraged to seek Recognition for Prior Learning (RPL) for units and skills already possessed at time of enrolment and encouraged to negotiate Individual Learning Plans for their studies.

Procedures for Pathways and ILP

- Students will be provided with information on employment pathways associated with training packages
- During the pre-enrolment interview process all students will be advised of procedures for RPL.
- Applications for RPL are to be made on the appropriate form and presented to reception.
- Reception will forward the RPL request to CCAE’s RPL assessor.
- Upon completion of the RPL process an ILP will be developed in consultation with the student for the remaining units of their program of study and assessment.

Procedures - Expectations on Trainers

Each trainer of accredited learning programs is expected to provide expertise in their roles and carry out the following duties associated with the courses they deliver:
- Develop Individual Learning Plans (ILP) for students in consultation with each student.
- Develop ILP for apprenticeships/traineeships in consultation with employer or those with specific supervision of the student.
- Develop behaviour management and learning goals for students experiencing difficulty achieving positive behaviours.
- Provide support in the form of individual 1:1 or small group 1:4 assistance to students to help them achieve ILP goals.

Procedures - Assessment Methods

- Facilitators will ensure assessments in training packages/accredited courses on its Scope of Registration are valid, fair, reliable and flexible and in keeping with Training Package and course requirements.
- Facilitators will be expected to verify the competency of an individual in the performance of standards expected in the workplace as expressed in the relevant endorsed industry/enterprise competency standards.
- Facilitator’s Learning and Assessment strategies will identify target groups, delivery and assessment modes, validation processes and learning pathways for each accredited course and include a variety of assessment strategies to provide multiple sources of information about student achievement.

Procedures - Reports

For all other students and programs reports will be made on each unit/module submitted for assessment and competency including for work-placement assessments. Written reports will relate to a student’s ILP by:
- Containing written comments by assessors indicating strengths and areas requiring further development
- Providing suggestions for support and extension strategies including a student’s self-assessment process

Evaluation

This policy will be reviewed bi-annually