



# PP032 Qualification Key Components

## Policy and Procedure

### 1. Purpose

- 1.1. The purpose of this policy is to establish a clear framework for the design and delivery of qualifications that ensures consistency, quality, and compliance with relevant industry and regulatory requirements.

### 2. Scope

- 2.1. This policy applies to all qualifications offered by Austral College and is relevant to all staff involved in the design, development, delivery, and assessment of these qualifications.

### 3. Authority

- 3.1. The Victorian Campus Manager is responsible for the implementation of this Policy and Procedure.
- 3.2. The Victorian Campus Manager is responsible for effective implementation and management of this Policy and Procedure and will provide information on ways to resolve complaints of breaches of this Policy and Procedure.
- 3.3. Any complaints or breaches in relation to this Policy and Procedure should be reported to the Victorian Campus Manager for investigation and resolution. Any complaints or breaches involving the Victorian Campus Manager should be reported to the CEO for investigation and resolution. In the event of the Victorian Campus Manager breaching the Policy or Procedure the CEO will be notified by email to [info@australcollege.com.au](mailto:info@australcollege.com.au)
- 3.4. This Policy and Procedure is issued on the authority of the CEO. The CEO retains overall responsibility for the effective implementation of all policies and procedures.

### 4. Definitions

- **Core Units** are mandatory units of competency that all students must complete to obtain the qualification. These units cover the essential skills and knowledge required for the qualification and are aligned with industry standards.
- **Development of** core units are developed in accordance with the relevant training package or accredited course guidelines and are regularly reviewed to ensure they meet current industry needs.
- **Delivery of** core units are delivered through a combination of theoretical instruction, practical application, and assessment tasks. Trainers and assessors ensure that all students achieve competency in each core unit.



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- **Elective units** are additional units of competency that students can choose based on their interests, career goals, or specific industry needs. These units provide flexibility within the qualification and allow students to tailor their learning experience.
- **Development of** elective units are selected from the relevant training package or accredited course guidelines, ensuring they complement the core units and contribute to the overall qualification outcomes.
- **Delivery of** elective units are delivered similarly to core units, with an emphasis on providing students with the opportunity to specialize in areas relevant to their career paths. The selection of elective units may be guided by Austral College in consultation with industry stakeholders.
- **Work Placement/Practical Experience** work placement or practical experience is a crucial component of many qualifications, allowing students to apply their skills and knowledge in a real-world setting. This component ensures that students gain hands-on experience and are work-ready upon completion of the qualification.
- **The requirements** for work placement or practical experience are outlined in the relevant training package or accredited course. Austral College establishes partnerships with industry employers to provide student with appropriate placement opportunities.
- **Work placements** are coordinated by Austral College, with support from trainers and assessors who monitor student progress and provide feedback. Practical experience is assessed to ensure that students meet the competency standards required by the qualification.

## 5. Policy Statement

- 5.1. This policy outlines Austral College's approach to defining, developing, and delivering the three key components of each qualification offered. These components are essential to ensure that all qualifications meet the required standards and provide students with the knowledge, skills, and competencies necessary to achieve their career goals.



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### 6. Requirements, Process and Procedure

#### 6.1. Procedure

#### 6.2. Qualification Design and Development

- Austral College's curriculum development team reviews the relevant training package or accredited course guidelines to identify the core and elective units for each qualification.
- Industry consultation is conducted to ensure that the selected units align with current industry needs and standards.
- The qualification structure, including core units, elective units, and work placement requirements, is documented and approved by Austral College's academic board or equivalent body.

#### 6.3. Qualification Delivery

- Trainers and assessors are assigned to deliver the core and elective units according to the qualification's structure.
- Austral College provides students with a clear outline of the qualification components, including any work placement requirements, at the commencement of their studies.
- Work placements are arranged in collaboration with industry partners, ensuring that students have access to appropriate practical experience opportunities.

#### 6.4. Assessment and Review

- Students are assessed on their competency in both core and elective units according to Austral College's assessment policy.
- All units of competency will require students to complete:
  - Theory Assessment
  - Practical Assessment
  - Third Party Reports
- Some units may also require mandatory workplace hours.

**6.5.** Work placement outcomes are reviewed to ensure that students have achieved the necessary practical experience and competency.

**6.6.** The qualification structure and delivery are regularly reviewed in consultation with industry stakeholders to ensure ongoing relevance and quality.



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## 6.7. Compliance and Quality Assurance

- Austral College ensures that all qualifications meet the requirements of the relevant training package or accredited course guidelines.
- Regular audits and quality assurance processes are conducted to maintain compliance with regulatory standards.
- Feedback from students, trainers, assessors, and industry partners is used to continuously improve the design and delivery of qualifications.

## 7. Responsibility

- **Curriculum Development Team:** Responsible for the design and development of qualifications, including the selection of core and elective units.
- **Trainers and Assessors:** Responsible for the delivery and assessment of qualification components.
- **Work Placement Coordinator:** Responsible for coordinating work placements and ensuring students gain practical experience.
- **Quality Assurance Team:** Responsible for monitoring compliance and conducting regular reviews of qualifications.

## 8. Related Documents

- Training and Assessment Strategy (TAS)
- Assessment Policy and Procedure
- Work Placement Guidelines
- Industry Consultation Policy

## 9. Review Date

12 months from the date of this version, or as required.

## 10. Version History

Version	Date	Action	Prepared by	Approved by
V1.0	24/10/2024	Initial Review	Candice Taylor	Desi Kasimiotis