

## Sample 6

Source: Compliments of a private RTO

Program or Project Name:

Section	Name	To be completed by
One	RTO Learning and Assessment Strategy	Training Coordinator
Two	Project / Program Learning and Assessment Strategy	Trainer
Three	Project /Program - Learning and Assessment Plan	Trainer

Approved by	
Name	
Position	
Signature	
Date:	

### 1. RTO Training and Assessment Strategy

Training Package location	<a href="http://www.training.gov.au">www.training.gov.au</a>
Packaging Rules	
Pre- requisites or Co requisites	
Pathways	
Licensing, Legislation, Regulatory or Certification Consideration	
<b>Learning Strategy Overview</b> ( including elective choices to be offered)  The program structure and content is detailed in Section 2 and 3 of this document	<b>Delivery modes:</b>  <b>Units of Competency</b>  <b>Core</b>  <b>Electives</b>  <b>Resources.</b>
<b>Assessment Strategy Overview including RPL</b>  The assessment strategy and plan are detailed in Sections 2 and 3 of this document	Evidence gathering methods used may be :  RPL: process.

Validation Plan	
Consultation with industry	
Feedback from Learners	





		Discuss appropriate email language and privacy requirements BCC and CC					<b>BSBWOR203A:</b> 1.1 ✓ 2.1 <input type="checkbox"/> 3.1 ✓ 1.2 ✓ 2.2 ✓ 3.2 <input type="checkbox"/> 1.3 <input type="checkbox"/> 2.3 ✓ 3.3 <input type="checkbox"/>  2.4 <input type="checkbox"/> 3.4 <input type="checkbox"/> RS1 ✓ RK1 ✓ RS2 ✓ RK2 <input type="checkbox"/> RS3 ✓ RK3 ✓  RS4 ✓  CA1 ✓ CA2 <input type="checkbox"/> CA3 <input type="checkbox"/>
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7		Assessment, Confirm presso of SAT Certs. Thank you notes to guests. Evaluate process and project.  Archiving and deletion of emails	JQ thank you note template	Give & receive feedback, meeting deadlines.	<b>Summative Assessment</b> Reflections sheets, and portfolio of work samples. Q and A interview Copies of thank you notes Observation of electronic records Third party report from Youth consultants	<input type="checkbox"/> Communication <input type="checkbox"/> Teamwork <input type="checkbox"/> Problem Solving <input type="checkbox"/> Initiative and enterprise <input type="checkbox"/> Planning and organizing <input type="checkbox"/> Self-management <input type="checkbox"/> Learning <input type="checkbox"/> Technology	See complete competency mapping in assessor booklet.
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