



PP1 – Training and Assessment Strategy (TAS) Policy

Aligned with Outcome Standards 1.1, 1.3, 1.4, 1.8; AQF; and National Code 2018 – Standards 8.18, 8.19, 8.20, 8.22

1. Purpose

This policy ensures that all Training and Assessment Strategies (TAS) developed and implemented by Austra College are compliant with:

- ✚ Outcome Standards 1.1, 1.3, 1.4, and 1.8 of the Standards for RTOs 2025,
- ✚ The Australian Qualifications Framework (AQF), and
- ✚ The National Code 2018 – Standards 8.18 to 8.22, which govern delivery modes for overseas students.

The policy guides the development of TAS that meet training package rules, support quality learning and assessment, and protect the welfare and visa compliance of international students.

2. Scope

This policy applies to all training products on Austra College's scope of registration and to all staff involved in the planning, delivery, and assessment of nationally recognised training, including those involving CRICOS students.

3. Definitions

(No changes needed here; definitions provided are accurate and comprehensive.)

4. Legislative Reference

- ✚ National Vocational Education and Training Regulator Act 2011
- ✚ Standards for RTOs 2025 – Outcome Standards 1.1, 1.3, 1.4, 1.8
- ✚ Australian Qualifications Framework (AQF)
- ✚ National Code of Practice for Providers of Education and Training to Overseas Students 2018 – Standards 8.18, 8.19, 8.20, 8.22
- ✚ Training package and accredited course requirements
- ✚ ASQA Guidelines and Compliance Requirements

5. Policy Statement

Austra College is committed to maintaining an approved Training and Assessment Strategy (TAS) for each qualification or accredited course on its scope. Each TAS must:

- ✚ Be based on current industry consultation
- ✚ Reflect the needs of the learner cohort

Version	V2.1	Document Name	Policy and Procedure
CRICOS Code.	03187D	RTO Name	Austra College
RTO Code.	40336	Page number	9



- ✚ Comply with training package rules and AQF requirements
- ✚ Detail delivery modes and assessment methods
- ✚ Include arrangements for industry-relevant facilities, equipment, and resources
- ✚ Comply with all **CRICOS delivery restrictions for international students**, specifically:

CRICOS Compliance (National Code Standards 8.18–8.20):

- ✚ Austra College must not deliver any course solely online or by distance to international students.
- ✚ No more than one-third of the total course units can be delivered online or by distance mode.
- ✚ International students must be enrolled in at least one unit delivered in-person per compulsory study period, unless they are in the final unit of their course.
- ✚ These delivery limitations must be outlined in each TAS and monitored via the Student Management System and the CRICOS Compliance Checklist.
- ✚ Trainers and administration staff must be made aware of these restrictions during onboarding and compliance training.

TAS Accessibility & Compliance:

- ✚ TAS documents are stored in a controlled document system.
- ✚ Trainers/Assessors are given access to the relevant TAS and briefed on its implementation.
- ✚ CRICOS-specific enrolment capacity (Approved by ASQA) and face-to-face delivery timetables are reviewed every term to ensure compliance.

6. Procedure – Step by Step

Step	Action Description	Responsible Person	Timing
1	Review training package requirements: core/electives, licensing, AQF alignment, delivery hours, etc.	RTO Manager	Before program approval
2	Develop TAS, including structure, delivery mode, duration, entry requirements, and LLN needs	Trainer/ RTO Manager	Before training starts
3	Include delivery mode limitations for international students (face-to-face quota, one-third cap, etc.) in TAS	RTO Manager	Before training starts
4	Consult with industry representatives and document engagement	Trainer/ RTO Manager	Annually or when TAS is reviewed
5	Validate TAS using the TAS Review Checklist and feedback provided during Industry engagement.	RTO Manager	Pre-delivery

Version	V2.1	Document Name	Policy and Procedure
CRICOS Code.	03187D	RTO Name	Austra College
RTO Code.	40336	Page number	10



Step	Action Description	Responsible Person	Timing
6	Approve TAS	CEO	Once per TAS review
7	Store approved TAS in shared system and grant access to trainers	Admin Officer	Immediately
8	Brief trainers on TAS delivery expectations and CRICOS restrictions	RTO Manager	Before course commencement
9	Monitor delivery, online proportion, and face-to-face requirements per study period	RTO Manager	Monthly/Quarterly
10	Conduct annual TAS review and adjust based on student data, industry feedback or course updates	RTO Manager	Annually or as required

7. Annual TAS Review

Austra College will conduct a formal Annual Review of every Training and Assessment Strategy (TAS) for each qualification on its scope of registration. This review ensures the TAS remains compliant with:

- ✚ Standards for RTOs 2025 (Outcome Standards 1.1, 1.3, 1.4, 1.8)
- ✚ AQF Guidelines
- ✚ Training package and accredited course updates
- ✚ National Code 2018 – Standards 8.18–8.20 (CRICOS courses)
- ✚ ASQA guidance and current audit expectations

Key Objectives of Annual TAS Review

- ✚ Confirm ongoing alignment with unit packaging rules, AQF level, and volume of learning
- ✚ Ensure industry engagement informs structure, assessment, delivery
- ✚ Validate cohort characteristics and whether adjustments are required
- ✚ Check trainer/assessor qualifications are up to date and match TAS expectations
- ✚ Review mode of delivery, especially compliance with CRICOS limits on online delivery
- ✚ Identify any changes needed based on student feedback, trainer/ assessor feedback, validation, complaints or audit findings
- ✚ Record findings and actions in the TAS Review Checklist and CI Register

Annual TAS Review Procedure

Version	V2.1	Document Name	Policy and Procedure
CRICOS Code.	03187D	RTO Name	Austra College
RTO Code.	40336	Page number	11



Step	Action	Responsible Person
1	Retrieve the latest training package details and qualification packaging rules	RTO Manager
2	Compare current TAS content with regulatory standards and recent internal/external audit findings	RTO Manager
3	Review student outcomes, enrolment trends, course progress, and completions	RTO Manager/ Admin Officer
4	Engage with at least two industry representatives and record feedback on training relevance	Trainer/Assessor & RTO Manager
5	Confirm compliance with CRICOS delivery requirements (minimum face-to-face delivery and no more than 1/3 of course online)	RTO Manager
6	Review delivery resources, facility access, and assessment tools	Trainer/Assessor
7	Update TAS if required, and complete the TAS Review Checklist	RTO Manager
8	Submit revised TAS to CEO for approval	RTO Manager
9	Save the updated TAS in the secure document management system and notify relevant trainers	Admin Officer
10	Log outcomes and changes in the Continuous Improvement (CI) Register	RTO Manager

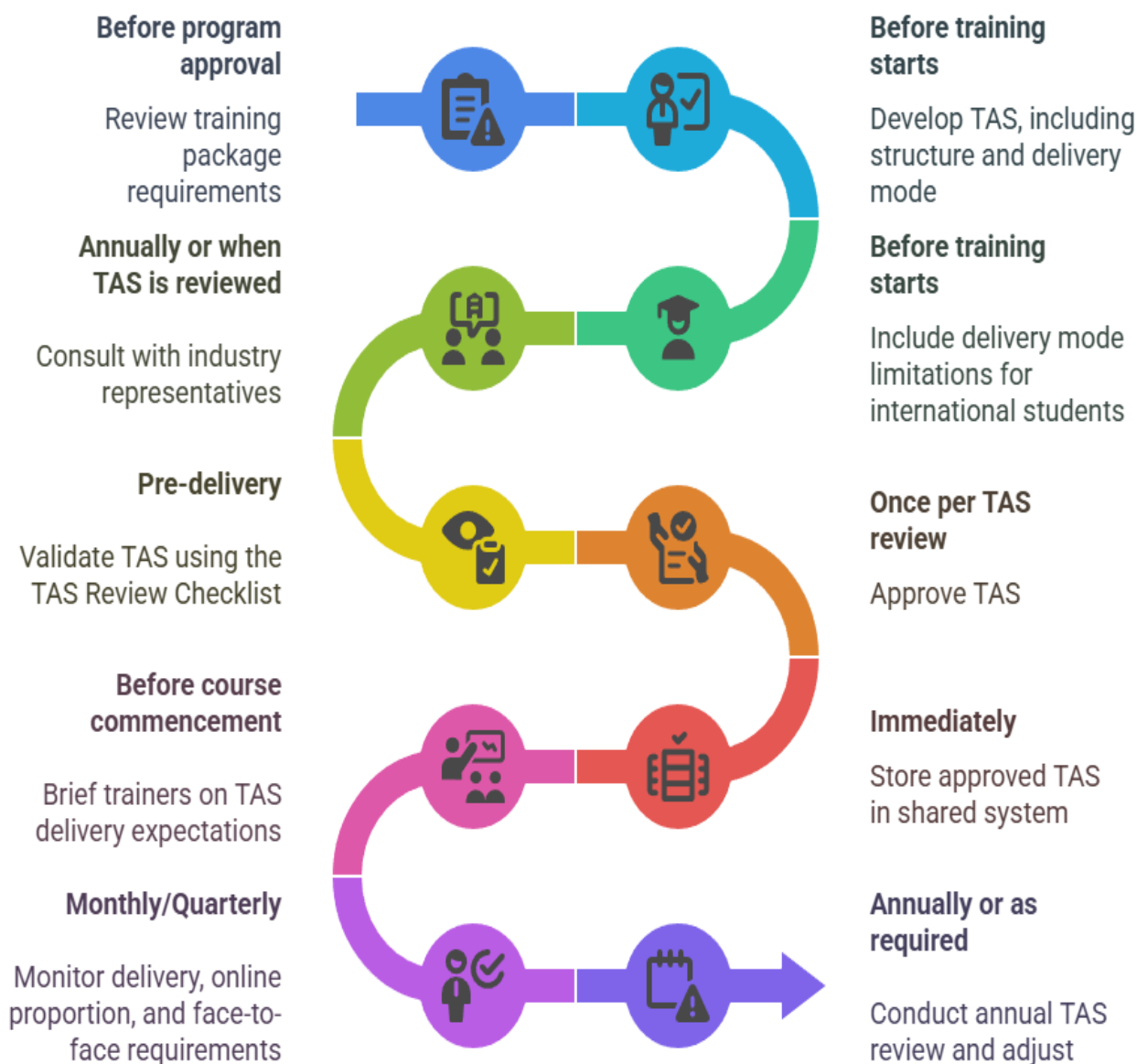
8. Related Documents

-  TAS Template
-  TAS Review Checklist
-  Industry Consultation Record
-  Trainer and Assessor Matrix
-  Student Feedback
-  Assessment Validation Plan
-  Delivery and Assessment Schedule (Timetable)

Version	V2.1	Document Name	Policy and Procedure
CRICOS Code.	03187D	RTO Name	Austra College
RTO Code.	40336	Page number	12

8. Flow chart

Training and Assessment Strategy (TAS) Process



Version	V2.1	Document Name	Policy and Procedure
CRICOS Code.	03187D	RTO Name	Austra College
RTO Code.	40336	Page number	13