Trainer Delivery and Assessment Checklist (TDAC)

Purpose

The checklist includes, and provides:

• tasks to be undertaken when planning the delivery of your program
• assistance for coordinators to plan and ensure the required delivery and assessment material has been developed and/or reviewed before delivery of the course commences
• Assistance for coordinators to allocate responsibilities to ensure compliance with all internal quality standards, and external standards such as, State guidelines, OH&S and licensing regulations.

Instructions

Please read through the list of requirements to ensure the commencement of your program goes efficiently, and that you have the necessary resources to start the learners on a successful learning pathway. If you check NO to any areas on the list make sure you contact the RTO Manager, Training Manager or the Program Coordinator to have the issue investigated and rectified.

If you tick:

YES: This is the desired answer to all items as this indicates compliance. If ‘Yes’ is ticked, evidence must be available and able to be produced upon request.

NO: This means evidence is not yet available and the program is not compliant. This must be amended to ‘Yes’ as soon as possible by implementing the required actions and collecting the evidence required.

Useful Resources

• POL 11A-NVR Assessment Policy
• PRO 01A-NVR Continuous Improvement (Systematically Collecting and Analysing Data)
• Quality Manual

Contact

If you have any problems or queries in relation to this document, please contact Quality Services by email: troy@IEA.edu.au
## Pre-commencement planning

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you reviewed the Training &amp; Assessment Strategy (TAS) for this program?</td>
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<tr>
<td>Are all of the training and assessment materials for this program currently available?</td>
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<tr>
<td>Current resources are found in: &lt;ADD SYSTEM HERE&gt; Programs Volume 5. If some are missing you need to contact the Program Coordinator or administration for this program.</td>
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<tr>
<td>Have you evaluated whether the current TAS is appropriate for your learning cohort? If it is not you need to write a brief document which will be added as an appendix to the TAS outlining what you are changing for this group of learners. This document needs to be sent to the RTO Manager before the program starts.</td>
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<td>Have you reviewed the assessment tools you are using for all of the units you are delivering and/or assessing? Please report any issues with assessments to the RTO Manager.</td>
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<tr>
<td>Are the necessary resources (including technical) for delivery and assessment available and functioning? (i.e., Functioning computers, Correct software, Whiteboards, PPT projector, Textbooks etc.</td>
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<tr>
<td>Do you have the timetable for this program which includes due dates and timelines for assessments?</td>
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<tr>
<td>Have you completed an OHS inspection of the delivery site and identified any risks? If you have identified any risks list them here:</td>
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## Administration Preparation

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Have you been given the ‘Trainers Program Pack’ for this program? The Program Pack should contain: Current class roll for attendance Student tracking assessment register Student contact list Trainers Report template Specific requirements for funded programs Copy of learner Quality Indicator survey Copy of Internal Evaluation survey Library form for tracking resources (if applicable) Vocational Training Package for students to fill out with vocational placement Copy of blue card applications from all students that has been sent away by admin (if applicable)</td>
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<td>Have you reviewed the program application forms to see who the learning group is?</td>
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Commented [HB1]: SIMON

Commented [HB2]: SIMON
Program Commencement Checklist

In the first session with the students

Have you ensured the room is set up prior to the student’s arrival & made sure everything is still working?

Have you reviewed the facilities WHS policies and procedures with the learners? Student Handbook

Have you taken attendance to ensure accuracy of the attendance role?

**NOTE: If some learners are not on the role, take their contact details and notify administration. Also, inform administration of any learners who are not in attendance.

Have you reviewed the Student Handbook with the students?

Have you issued each learner with a Student Guide/Outline and Assessment Tasks? Have you then discussed and clarified the following:

- Elements of competency
- Work Placement Program
- Assessment requirements in detail
- Clarify dates assessments are due
- Discuss textbook and/or resource requirements
- Ensure you explain repercussions of late assessments as per the IEA Assessment Policy
- Explain the necessity of using Assessment Cover Sheets
- Explain the process of submitting assignments/requesting extensions
- Explain why learners are required to keep copies of all assessments
- Explain the rules on resubmissions (if appropriate)
- Explain the need to reference where appropriate (plagiarism)
- Explain the need to notify the trainer/admin if they have obtained employment
- Explain the 21 day timeframe from course completion until qualifications are sent out

During the program:

1. Once your first session with the students is finished this completed document needs to be sent (emailed) to the RTO Manager at head office.

2. A Trainer Report is due to be emailed to the RTO Manager every Friday afternoon before 5pm. Please use the electronic template provided. If you are not at the main Campus you also need to copy and email the attendance role and assessment register.

3. All units that have been assessed and signed off should be submitted to administration and the assessment register signed.

4. The Internal Student Evaluation Survey is to be issued to the students at the end of every stage of the program by administration.

__________ Trainer’s signature ____________ Date ____________

__________ RTO Manager’s signature ____________ Date ____________