

## Quality Assurance for Training Package support material

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### REMEMBER ...

- The purpose of Quality Assurance recognition through attainment of the QA badge is to confirm that the Training Package support material being submitted has met the approved *Quality Principles for Training Package support material*. The final *Evaluation Form* must be completed by a holistic quality assurance panel member of the ISC Quality Assurance Panel (the Panel).
- The Panel member selected to complete the final *Evaluation Form* must be independent of the development of the support material being submitted for Quality Assurance.
- Prior to commencement of the final *Evaluation Form* the product developer must ensure that the *Request for QA Form* has been completed.
- The final *Evaluation Form* must be completed in accordance with the approved *Quality Principles for Training Package support material* and their key features. It also lists the evidence that should be present in the support material for it to meet the Quality Principles

### Submitting Training Package support material for Quality Assurance:

The developer must provide the Panel member with:

1. Completed Request for QA Form
2. An electronic copy of product/s seeking quality assurance

The Panel member will consider the request and may respond to the developer with a quote and turnaround time for the evaluation of the product/s.

The time and cost of product evaluation can vary due to a range of factors, including the size, quantity and nature of the product/s. Turnaround and cost is something that has to be negotiated and agreed to between the developer and the Panel member.

Once appointed by the product developer, the Panel member will:

- Evaluate the products submitted against the approved Quality Principles
- Complete the final Evaluation Form
- Send the final Evaluation Form to the developer and TVET administrator

In the event where the product evaluation does not meet the approved Quality Principles, the product developer has the option to resubmit based on the panel member's feedback and direction given on the Evaluation Form.

Once the product has passed the Quality Assurance evaluation, TVET administrator will:

- Authorises the developer with permission to apply the QA badge to the product
- List the product/s on training.com

## Request for QA *DETAILS OF developer and Training Package support material*

INFORMATION REQUIRED	DETAIL
<p><b>Developer:</b></p> <ul style="list-style-type: none"> <li>▪ Date of submission</li> <li>▪ Contact person name, title, phone No. and email address</li> <li>▪ Organisation name and address</li> <li>▪ Name and contact details of copyright owner</li> <li>▪ Name of Panel member chosen</li> </ul>	
<p><b>Support material submitted:</b></p> <ul style="list-style-type: none"> <li>▪ Product name</li> <li>▪ Product type (e.g. trainer guide/learner workbook)</li> <li>▪ Product media (e.g. hardcopy/CD/online)</li> <li>▪ Product size (i.e. number of pages)</li> <li>▪ Product relationship:               <ul style="list-style-type: none"> <li>○ Training Package; name and code</li> <li>○ Qualification; name and code</li> <li>○ Units of competency; name and code</li> </ul> </li> </ul>	
<p><b>Additional product information:</b></p> <p>Define clearly the purpose and audience of the product/s submitted. Outline any environmental scanning or sampling that may have been undertaken in the development process.</p>	

### Product Availability

Specify which of the following area's you would like product/s to become available:

- Training.com
- AESharNet
- Training Products Australia(TPA)

### Send this completed request to:

Your chosen Panel member and

TVET Administrator:

**Melbourne Charles**  
**Project Manager**

#### **TVET Australia**

Level 21/390 St Kilda Road  
Melbourne 3004

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