

Quality Assurance for Training Package support material

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 product/s 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

Evaluation form *DETAILS OF Panel member and Training package support material*

INFORMATION REQUIRED	DETAIL
<ul style="list-style-type: none"> ▪ Panel member; name and contact details ▪ Developer; name and contact details ▪ Agreed product evaluation turnaround time ▪ Agreed product evaluation cost ▪ Product/s submission date ▪ Evaluation completion date 	
<p>Support material submitted for QA evaluation:</p> <p>Fill out the evaluation table for each product submitted including all product information below.</p> <ul style="list-style-type: none"> ▪ Product name ▪ Product type (e.g. trainer guide/learner workbook) ▪ Product media (e.g. hardcopy/CD/online) ▪ Product size (i.e. number of pages) ▪ Product relationship: <ul style="list-style-type: none"> ○ Training Package; name and code ○ Qualification; name and code ○ Units of competency; name and code 	
<p>Quality Assurance Attainment.</p> <p>Complete the quality assurance statement in the evaluation table for each product submitted.</p>	

Resubmission for Quality Assurance evaluation If product has been evaluated and does not meet the requirements of the approved quality principles, provide reason and feedback for resubmission.	

Send this completed form to:

The product developer and

TVET Administrator:

Melbourne Charles
Project Manager

TVET Australia

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Melbourne 3004

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M: +61 413 434 545

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The Quality Principles for Training Package support material

Training Package support material seeking formal quality recognition should be quality assured against the approved Quality Principles as shown in the evaluation table below. In considering and determining the most appropriate evidence to offer against each of the quality principles, developers and the Panel members need to consider the following challenge questions:

- Is there evidence that this product is relevant to its intended audience and for its intended purpose?
- Does the product make sense – is it logical in its approach and content?
- Is this product something a teacher can teach from and can a student learn from?
- Does the product state specifically which TP unit of competency it relates to?

Complete the comments section and quality statement in the evaluation table below for each product submitted for quality assurance. If the product fails to meet the quality assurance evaluation, provide reason and feedback for resubmission in the information section above.

The Evaluation Report

Product detail:
Conflict of interest statement: To the best of my knowledge I do not have: <ul style="list-style-type: none">• Any personal bias or inclination which would in any way affect my judgement in relation to this evaluation• Any personal obligation, allegiance or loyalty which would in any way affect my recommendations in relation to this evaluation.
Panel member signature:

Quality statement:

I hereby advise that the above product has been evaluated against and has successfully met the approved quality principles for Training package support material.

Panel member signature:

Quality Principles	Key Features	Evidence Required	comments
Ensures... RESPONSIVENESS ... to the needs of contemporary industry and its workforce	Reflect contemporary training and learning environments Is consistent with broad government VET policy and, where relevant, meets industry regulation and licensing requirements Addresses an identified industry or workforce need	Is there evidence that the product: <ul style="list-style-type: none">• is relevant to industry or workforce needs? This can be achieved in a variety of ways, including (but not limited to) statements of support from the following sources:<ul style="list-style-type: none">– a relevant ISC;– a relevant industry representative body (employer or employee body);– a relevant organisation employer (or collection of employers)	

Quality Principles	Key Features	Evidence Required	comments
		<p>employing with over 200 employees; or</p> <ul style="list-style-type: none"> – a State/Territory Training Authority. <ul style="list-style-type: none"> • is consistent with Government policy in the VET sector? • is supported by industry regulators where competencies are relevant to regulation/licensing requirements? 	
<p>Enables... RECOGNITION ... of an individual's competence across industries and occupations.</p>	<p>Clearly states its purpose and approach in language relevant to users</p> <p>Clearly states realistic outcomes that may be achieved by each identified group of users</p> <p>Clearly articulates how the product addresses</p>	<p>Is there evidence that the product:</p> <ul style="list-style-type: none"> • is directly relevant to the specified TP unit(s) of competence performance criteria? • supports the unit(s) performance criteria and unit(s) skills and knowledge? • where appropriate, clearly states the 	

Quality Principles	Key Features	Evidence Required	comments
	relevant TP components	assessment requirements to which it is relevant? <ul style="list-style-type: none"> • supports the attainment of skills and knowledge across different industries and occupations where that is its stated purpose? 	
Provides... FLEXIBILITY ... to meet individual enterprise and learner needs.	Accessible to all participants in the VET sector Is presented in a style and language that meets a diversity of individual, enterprise and/or community needs Support learner transition between education and workforce sectors	Is there evidence that the product: <ul style="list-style-type: none"> • is presented in a format that supports the purpose described? • is written in language relevant to the learner's level of competence and comprehension? • can, where claimed, support differing learner styles and progression? • supports relevant teaching and learning outcomes? 	

Quality Principles	Key Features	Evidence Required	comments
<p>Ensures... FUNCTIONALITY ... through ease of understanding, clever design and adherence to policy and publication requirements.</p>	<p>Is presented in a format and with content that supports its stated purpose and identified TP alignment</p> <p>Is user-friendly for the identified target audience</p> <p>Support sound training delivery and assessment practice</p>	<p>Is there evidence that the product:</p> <ul style="list-style-type: none"> • clearly states how it should be used by enterprises and training providers? • is clearly labeled according to purpose of use (e.g. teaching resource, assessment resource, etc)? • can, where claimed, support the transition between TP units? • is consistent in format, language, visual presentation and terminology? 	