

<b>POLICY:</b>	<b>TRAINING PREPARATION</b>
<b>2015 VET standards:</b>	<b>Standard 1</b>
<b>IBI Ref:</b>	<b>IBI-1-T 3</b>
<b>Purpose</b>	To ensure that the preparation of all the Institute's delivery and assessment materials is conducted prior to training and establishing a system to monitor this process.
<b>Scope</b>	This Procedure covers all preparation of materials and activities prior to training at the Institute, including collection of learning materials, printing of handouts and preparation of assessment plans and tools.
<b>Responsibilities</b>	<p>The CEO will be responsible for ordering and receiving any learning materials required.</p> <p>The trainer will be responsible for the preparation of all the training materials.</p>

<b>PROCEDURE:</b>	<b>TRAINING PREPARATION</b>
<b>NVR Ref:</b>	<b>Standard 1</b>
<b>IBI Ref:</b>	<b>IBI-1-T 3</b>
<b>Action/Method</b>	<ul style="list-style-type: none"> <li>• CEO will check the relevant training package together with details of requirements and learning outcomes.</li> <li>• The trainer will prepare a plan that outlines what learning outcomes and contents will be covered in each session.</li> <li>• Where flexible sessions are conducted, the number of sessions required should be estimated.</li> <li>• The trainer will prepare assessment plans and tools for the competencies in accordance with Procedure - Assessment.</li> <li>• The trainer will organise learning materials / resources for sessions and students. Note: Pre-prepared materials are to be ordered according to Procedure – Purchasing of Learning Materials.</li> <li>• Trainers will prepare details of proposed sessions, if appropriate.</li> <li>• All materials and student information will be collected and collated in preparation for the first session or meeting with students by the Student Administration Section.</li> <li>• If multiple copies of printing or photocopying are required, these will be completed by the Trainer, taking into consideration any possible breaches of copyright law.</li> <li>• All students will be contacted in writing regarding times and locations at least 7 days prior to the commencement of courses.</li> <li>• Trainers will complete a checklist prior to the first session.</li> <li>• All records will be filed according to Procedure – Records Management, Maintenance and Security</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li>• Procedure - Assessment</li> <li>• Procedure – Records Management, Maintenance and Security</li> <li>• Procedure – Delivery of Training</li> </ul>

**VERSION CONTROL**
**Review/ amendment history**
**Policy Approved by:** Chief Executive Officer

**Responsible Officer:** Chief Executive Officer

**Next Policy Review Date:** July 2018

<b>Version</b>	<b>Date</b>	<b>Details</b>
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	July 2016	No material change
5.0	June 2017	No material changes

**Appendix A**

**TRAINING PREPARATION – FLOWCHART**

