<table>
<thead>
<tr>
<th>POLICY: TRAINING PREPARATION</th>
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<tbody>
<tr>
<td>NVR Ref: Standard 1</td>
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<tr>
<td>MCC Ref: MCC-1-T 3</td>
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<tr>
<td><strong>Purpose</strong></td>
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<tr>
<td>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.</td>
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<tr>
<td><strong>Scope</strong></td>
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<tr>
<td>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.</td>
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<tr>
<td><strong>Responsibilities</strong></td>
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<tr>
<td>The CEO will be responsible for ordering and receiving any learning materials required.</td>
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<tr>
<td>The trainer will be responsible for the preparation of all the training materials.</td>
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## PROCEDURE: TRAINING PREPARATION

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### Action/Method

- CEO will check the relevant training package together with details of requirements and learning outcomes.
- The trainer will prepare a plan that outlines what learning outcomes and contents will be covered in each session.
- Where flexible sessions are conducted, the number of sessions required should be estimated.
- The trainer will prepare assessment plans and tools for the competencies in accordance with Procedure - Assessment.
- 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.
- Trainers will prepare details of proposed sessions, if appropriate.
- 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.
- 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.
- All students will be contacted in writing regarding times and locations at least 7 days prior to the commencement of courses.
- Trainers will complete a checklist prior to the first session.
- All records will be filed according to Procedure – Records Management, Maintenance and Security

### References

- Procedure - Assessment
- Procedure – Records Management, Maintenance and Security
- Procedure – Delivery of Training
VERSION CONTROL

Review/ amendment history
Policy Approved by: Chief Executive Officer
Responsible Officer: Chief Executive Officer
Next Policy Review Date: July 2016

<table>
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<tr>
<th>Version</th>
<th>Date</th>
<th>Details</th>
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<tr>
<td>1.0</td>
<td>July 2014</td>
<td>Policy issued</td>
</tr>
<tr>
<td>2.0</td>
<td>Dec 2014</td>
<td>Updated to reflect Standards for Registered Training Organisations (RTOs) 2015</td>
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<tr>
<td>3.0</td>
<td>April 2015</td>
<td>Updated to reflect VTG contract, additions to scope</td>
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Appendix A

TRAINING PREPARATION – FLOWCHART

REVIEW TRAINING PACKAGE & CHECK LEARNING OUTCOMES

PREPARE PLAN OUTLINING SESSIONS

If flexible delivery

Identify number of sessions required

PREPARE ASSESSMENT TOOLS

In accordance with Procedure - Assessment

ENSURE WORKBOOK / LEARNING MATERIALS ARE ORGANISED

Design of new materials

NO

Order quality pre-prepared materials

YES

Design and produce

YES

Order as per Procedure

PREPARE DETAILS OF PROPOSED SESSIONS

In accordance with Procedure - Delivery of Training

COLLATE & COLLECT INFORMATION FOR STUDENTS

In accordance with Procedure - Delivery of Training

PREPARE MULTIPLE COPIES FOR STUDENT GROUPS

COMMUNICATE WITH STUDENTS

In accordance with Procedure - Control of Records

COMPLETE CHECKLIST AND FILE WITH TRAINING RECORDS