



## Course Review and Plan

**Instructions:** in light of the changes required to maintain social distancing and isolation during Covid 19 it would be timely to conduct a review at the end of the first study period/term of the learning and assessment materials. The aim of the review is to identify and rectify any areas in delivery and assessment that are presenting a challenge to either the trainers or students.

This document can be used as evidence of compliance with Clause 2.2, which requires:  
The RTO:

- a) systematically monitors the RTO's training and assessment strategies and practices to ensure ongoing compliance with **Error! Reference source not found.**; and
- b) systematically evaluates and uses the outcomes of the evaluations to continually improve the RTO's training and assessment strategies and practices. Evaluation information includes but is not limited to quality/performance indicator data collected under Clause **Error! Reference source not found.**, validation outcomes, client, trainer and assessor feedback and complaints and appeals.

Qualification – code and title	Action required	Action taken
<b>Training and Assessment Strategy</b> Does it reflect <ul style="list-style-type: none"><li>- the delivery sequence and mode of delivery and assessment? e.g. online.</li><li>- the range of online training techniques being deployed?</li><li>- Include any changes required to work placement arrangements?</li><li>- Student contact and support arrangements in place, specifically including online?</li></ul>		
<b>Learning platform</b> <ul style="list-style-type: none"><li>- Is it easy to navigate and intuitive?</li><li>- Is tech support available for students and staff?</li></ul>		
<b>Learning materials</b> <ul style="list-style-type: none"><li>- Name of supplier?</li><li>- Developed specifically for online learning or just print on screen?</li></ul>		

<ul style="list-style-type: none"> <li>- Include a listing of weblinks, clips, data bases or other materials to support understanding</li> </ul>		
<p><b>Materials contextualised?</b> e.g. assessment tools are consistent with the learning and assessment strategy and the student cohorts, as well as the simulated workplaces/ real workplaces, (as required) in which assessment would take place.</p>		
<p><b>Learning content mapped?</b></p> <ul style="list-style-type: none"> <li>- Any gaps?</li> </ul>		
<p><b>Assessments mapped?</b></p> <ul style="list-style-type: none"> <li>- Has mapping been checked?</li> </ul>		
<p><b>Validation of assessment judgements scheduled?</b></p> <ul style="list-style-type: none"> <li>- To reflect current circumstances e.g have you needed to change the delivery sequence?</li> </ul>		
<p><b>Validation completed?</b></p> <ul style="list-style-type: none"> <li>- Documentation completed &amp; correct?</li> <li>- Action required?</li> </ul>		
<p><b>Student &amp; trainer feedback received?</b></p> <ul style="list-style-type: none"> <li>- Are there any trends?</li> <li>- What areas require action?</li> </ul>		
<p><b>Work Placement</b></p> <ul style="list-style-type: none"> <li>- Has work placement been delayed?</li> <li>- What changes have been made to assessments when practical assessment is not possible?</li> </ul>		

<ul style="list-style-type: none"><li>- Has work placement been redesigned in any way? E.g. completed as a block</li><li>- Has workplace assessment been redesigned? E.g. holistic assessments</li></ul>		
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Completed by:

Date: