

# Evaluation Policy

## 1. Purpose

AUSTRALIAN INSTITUTE OF SKILLS is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations. As such, AUSTRALIAN INSTITUTE OF SKILLS is required to systematically evaluate training and assessment products and services it provides, using the evaluation outcomes for continuous improvements.

The purpose of this policy is to ensure that AUSTRALIAN INSTITUTE OF SKILLS training and assessment products and services meet client needs and are continuously improved based on the collection, analysis and action taken based on relevant data and feedback.

## 2. Policy Statement

AUSTRALIAN INSTITUTE OF SKILLS is committed to ensuring that stakeholder feedback is collected, analysed and utilized to ensure the provision of quality training and assessment services.

AUSTRALIAN INSTITUTE OF SKILLS ensures that:

- a) Systematically monitors and evaluates training and assessment strategies and practices and use the outcomes of evaluations for continuous improvement;
- b) It collects and analyses feedback and satisfaction data from all stakeholders regarding all training and assessment services provided, including via third party providers;
- c) Information to be evaluated includes data collected from quality/performance indicators, validation outcomes, feedback from clients, trainers, assessors and industry, complaints and appeals; and
- d) Systematically monitors any training and assessment services delivered, including by third party providers.

## 3. Policy Principles

### 3.1. Underpinning Principles

- a) Evaluation of training and assessment services will be conducted:
  - i. During the delivery of training and assessment, including feedback from :
    1. Clients
    2. Trainers
    3. Assessors
    4. Subject matter experts
    5. Outcomes of assessment
  - ii. Post-delivery of training and assessment, including feedback from :
    1. clients
    2. Trainers
    3. Assessors
    4. Workplace clients / supervisors
    5. Complaints
    6. Appeals
    7. Validation
    8. Quality data indicators
    9. Outcomes from audits

- b) AUSTRALIAN INSTITUTE OF SKILLS understands the value of client feedback for continuous improvement and ensuring that current and changing needs are met.
- c) Feedback is requested and encouraged from all clients, however is not compulsory.
- d) All feedback collected is collated and submitted to Director AUSTRALIAN INSTITUTE OF SKILLS in the monthly report.
- e) Director AUSTRALIAN INSTITUTE OF SKILLS will review the collated reports and make determination for continuous improvement.
- f) AUSTRALIAN INSTITUTE OF SKILLS's approach to evaluation and feedback includes staff, clients and other stakeholders.

### 3.2. Types of Feedback

- a) Feedback will be gathered and evaluated regarding:
  - i. Clarity and accuracy of information provided to clients before enrolment;
  - ii. Processes for learner selection, enrolment and induction;
  - iii. Effectiveness and assistance provided regarding language, literacy and numeracy;
  - iv. Level of satisfaction of training and assessment services received;
  - v. Effectiveness and assistance provided regarding support services ;
  - vi. Recognition process;
  - vii. Complaints and appeals;
  - viii. Training and assessment resources provided;
  - ix. Legislative and licensing requirements (as relevant).

### 3.3. Resources to gather feedback

- a) Feedback is gathered using a number of processes, tools and instruments. These include but may not be limited to:
  - i. Email communications
  - ii. Training Evaluation form
  - iii. Assessment Evaluation form
  - iv. Client Feedback Form
  - v. Course reports (completed by trainers)
  - vi. Satisfaction surveys (online)
  - vii. Workplace Feedback Form
  - viii. Learner Questionnaire (Quality indicator)
  - ix. Client Questionnaire (Quality indicator)
  - x. Complaints forms
  - xi. Appeals Forms
  - xii. Validation forms
  - xiii. Interviews
  - xiv. Focus groups

## 4. AUSTRALIAN INSTITUTE OF SKILLS Responsibilities

AUSTRALIAN INSTITUTE OF SKILLS Director is responsible for all evaluation processes and ensuring the outcomes of evaluation feed into continuous improvement practices.

Trainers and assessors (including those from third party providers) are responsible for implementing client feedback procedures.

The administration staffs are responsible for collecting and collating client feedback and reporting to AUSTRALIAN INSTITUTE OF SKILLS Director

## 5. Records Management

All documentation from feedback processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

## 6. Monitoring and Improvement

This policy and subsequent practices are monitored by Director AUSTRALIAN INSTITUTE OF SKILLS and areas of change are implemented through continuous improvement. (See Continuous Improvement Policy)