

HRD - Learner progress policy

Learner progress

Compliance

Standards for RTOs 2015, Standard 1.1, 1.2, 1.4

Purpose/explanation

Learners enrolling with HRD Integrated Services make a commitment to meet course, unit of competency or qualification duration requirements.

For its part, HRD has a commitment to deliver training that is consistent with course complexity, Training Package requirements or volume of learning.

This policy has particular reference to enrolments for the Certificate IV in Electrical – Rail Signalling, but also applies to training and assessment for single units of competency and short courses.

The policy describes the respective commitments made by parties to the learning and assessment process.

Related documents

HRD–Access, equity and conduct policy

HRD–Assessment policy

HRD–Cheating and plagiarism policy and procedure

HRD–Learner performance policy and procedure

HRD–Application for work requirement extension

HRD–Learner induction information

HRD–Learner induction checklist

HRD–Learner performance report

Scope

This policy statement applies to all HRD Integrated Services learners.

Responsible parties

The Director and the Training Manager are responsible for the implementation and conduct of this policy.

Definitions

At risk learner	<p>A learner may be deemed ‘at risk’ of poor performance or of non-performance if they:</p> <ul style="list-style-type: none"> ▪ fail to submit an assignment by the due date on two successive occasions or more than three times throughout their course of training ▪ have two or more outstanding assignments ▪ exhibit a pattern of absences or non-attendances for module training ▪ are absent for scheduled theory exams on two or more occasions
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	<p>throughout their course of training</p> <ul style="list-style-type: none">fail to achieve the 70% theory exam pass mark on first and second attempts in two or more training modulesare uncooperative in class or interrupt the learning of others (refer to the <i>HRD–Access, equity and conduct policy</i>)for whatever reason, display poor performance or poor attendance for two or more training modules.
Client	The client is the person or organisation that pays the enrolment fee. This may be the employer of a learner or the learner themselves. Training is conducted on behalf of the client; the learner is a participant in that training.
Finish date	<p>The date nominated on a learner’s training plan when the learner’s training and assessment commitments must be finalised and when HRD’s commitment to the learner’s training and assessment officially ends.</p> <p>This date may be extended by no more than 90 days provided there is a legitimate reason and by the agreement of HRD, the employer and the learner.</p>
Learner	The student, apprentice or trainee who participates in training or a training and assessment event.
Nominal hours	Nominal hours refers to the anticipated hours of supervised learning and/or training deemed necessary to conduct training/learning and assessment activities associated with a vocational training course or program of study.
Pre-requisite entry requirements	Courses, training programs or modules, including workplace assessments, may have pre-requisite entry requirements to be met by an agreed date and/or before a learner engages in training or assessment.
Safety–critical	Refers to the knowledge and skill required to ensure safe rail operations.
Safety–critical risk	A person who by their words, acts or omissions may lead to a reasonable inference that they represent a risk to safe rail operations.
Training end date	The date by which the learner’s training commitment is to be completed.
WPA	Workplace practical assessment: assessment conducted in the learner’s workplace as the final confirmation of competence in a unit of competency.

POLICY

This policy describes the process HRD will follow to ensure that learners complete:

- within an agreed timeframe the qualification for which they are enrolled
- training requirements and meet employability skill requirements, training module timelines, and competency requirements and qualification nominal hours as agreed.

1. Nominal hours

Qualifications delivered by HRD Integrated Services will meet, as a minimum, the nominal hours for that qualification. HRD regards nominal hours as:

- contact with a trainer during training
- including written assignments completed on- or off-the-job
- including time for workplace experiences but excluding tasks that do not directly contribute to the person’s development of the knowledge and skills being learned
- excluding workplace practical assessment; WPA is a time allocation in addition to the nominal hours for each unit of competency.

Note:

The UEE41211 *Certificate IV in Electrical–Rail Signalling* is a course of 1320 nominal delivery hours, of

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which 1180 hours are allocated to the nested Certificate III component and **240 hours to the Certificate IV** itself.

2. Finish date and withdrawal

- a. The learner, employer and HRD agree that the qualification or course of training undertaken will be completed by the finish date nominated in the learner's individual or group training plan.
- b. A learner unable to complete their training and assessment commitment by this agreed finish date may apply for an extension of time of 30 days and up to 90 days, with legitimate reason and by agreement with HRD and the employer.
- c. The training and assessment commitment will not extend beyond the finish date plus 90 days. A learner exceeding these parameters will be withdrawn from the course and required to re-enroll.

Note:

- i. Re-enrolment will be at the client's discretion; that is, an employer client will determine whether or not to fund re-enrolment.
- ii. HRD will determine whether to re-enroll a learner having regard to currency and validity of results. Re-assessment of some skill areas or units of competency may be required before re-enrolment can occur.

3. Other reasons for withdrawal

A learner may be deemed unable to meet their training commitment and withdrawn from the course and/or required to re-enroll based on their inability to:

- a. complete training by the agreed finish date **and/or**
- b. meet the requirements of:
 - i. the unit of competency *UEENEEE038B Participate in development and follow a personal competency development plan* (only if enrolled in the *Certificate IV in Electrical – Rail Signalling*) **and/or**
 - ii. the employability statement for the Employability Skills required by the relevant Training Package qualifications or the appropriate AQF level **and/or**
 - iii. comply with the *HRD Learner performance policy*, including the provisions relating to an 'at risk' learner **and/or**
 - iv. where required, successfully complete a training module or unit of competency theory assessment task(s) within three attempts **and/or**
 - v. where required, demonstrate competence in a unit of competency via a WPA within two attempts **and/or**
- c. meet any 'checkpoint' deadlines as described in *Submission checkpoints* at page 4 following.

4. Training module delivery dates

Training module delivery dates are provided for each training module and are communicated to the learner via a training plan (or similar) and/or web-based timetable.

- a. Changes to delivery dates may result in a re-issue of the training plan and require the agreement of the learner and employer.

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- b. HRD will make every reasonable effort to provide a learner unable to attend training on the nominated dates with alternative training dates or with an alternative training opportunity.

5. Pre-requisites

The following apply to Certificate IV in Electrical – Rail Signalling training, but may also apply to other training courses.

- a. Where applicable, unit of competency and/or training module and associated theory assessment pre-requisites must be met before a learner can progress to the next module.
- b. Progress will be determined by submission and successful completion of the research assignment and written theory test for each training module/unit of competency.
- c. HRD may require a learner to complete a WPA at an agreed time following delivery of the relevant training module to confirm competence before allowing the learner to progress to the next training module/unit of competency.
- d. A learner cannot progress to WPA without first having completed all theory assessment requirements for the relevant training module/unit of competency.

6. Assessment submission

- a. Submission dates for the learning and assessment requirements of training modules/units of competency are identified in the learner's individual or group training plan; alternatively learners will be advised of submission deadlines where there is no training plan.
- b. An extension to a submission date may be granted where legitimate current or future contingencies (planned or unplanned, and as verified by the employer) will prevent a learner meeting the submission requirements.
- c. Learners must make written application for an extension, stating the reason(s) for the extension and the duration of the extension.
- d. Extensions for submission of theory or practical work requirements beyond the relevant 'Submission checkpoints' will only be granted in extenuating circumstances and after consultation with the employer.
- e. There must be agreement between HRD, the learner and the employer on a completion date where there is a request to extend beyond a 'submission checkpoint'.
- f. Strict conditions, which may be imposed by either one or both of HRD and the employer, will be applied to the extension.

7. Submission checkpoints

Work requirements for each year must be achieved at two 'checkpoints' (unless otherwise agreed with HRD).

- a. All assessment tasks associated with course work from 1 January to 31 May of a calendar year must be submitted by **30 June** of that calendar year.
Course work and assessment requirements for June of that calendar year must be submitted by **31 July** of that calendar year.
- b. All course work and assessment tasks from 1 July to 30 November of a calendar year must be submitted by **20 December** of that calendar year.

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Course work requirements and assessment tasks for December of a calendar year must be submitted by **31 January** of the next calendar year.

8. Progress monitoring and remedial action

- a. HRD and the employer will monitor the progress of individuals by:
 - i. regularly reviewing submission of assessments to ensure due dates are being met
 - ii. discussing progress with individual learners to identify any difficulties, barriers or impediments to learning that the learner may be experiencing
 - iii. consultation between HRD and the employer to identify any difficulties, barriers or impediments to learner progress.
- b. Three modules of low performance, and/or multiple exam or assignment attempts will result in a learner being identified as requiring remedial support.

Remedial support may include:

- i. additional training
- ii. re-sitting a class or classes (which may require withdrawal)
- iii. workplace support and mentoring
- iv. reasonable adjustment to assessments.