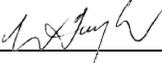
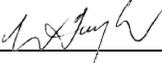
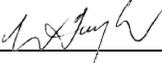


Procedure Name	LEARNING AND TEACHING PROCEDURE
Procedure Number	A006_PR_VET (Academic)
Purpose	This procedure details Whitehouse Institute of Design, Australia (Whitehouse) practices that facilitate excellence in learning and teaching.
Scope	This procedure applies to all Whitehouse staff involved in the administration and delivery of all vocational educational and training (VET) education courses delivered by Whitehouse.
Procedure	<p>The following practices are intended to support quality teaching and facilitate learning:</p> <ul style="list-style-type: none"> • training and assessment must be delivered by staff who have: <ul style="list-style-type: none"> ○ vocational competencies at least to the level being delivered and assessed ○ current industry skills directly relevant to the training and assessment being provided ○ current knowledge and skills in vocational training and learning that informs their training and assessment and ○ the training and/or assessment credentials specified in the <i>Standards for Registered Training Organisations (RTOs) 2015</i>, or are under the supervision of a person with the appropriate credentials as specified in the Standards. <p>Whitehouse recognizes that the effectiveness of learning and teaching is dependent on shared commitment, action and partnership between trainers and learners. Whitehouse encourages students and staff to engage in learning and teaching through enquiry, collaboration, discussion and interaction.</p> <p>Teachers know and use a variety of appropriate and effective learning and teaching approaches and strategies and engage learners by using material that is current, relevant, accurate and appropriate to the course content and the individual student needs.</p> <ul style="list-style-type: none"> • all trainers and assessors at Whitehouse are required to undertake ongoing professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency based training and assessment • training products delivered at Whitehouse must be current: <ul style="list-style-type: none"> ○ when a training product on the Whitehouse scope of registration is superseded: <ul style="list-style-type: none"> – all learners’ training and assessment must be completed and the relevant AQF certification document issued <li style="text-align: center;">or – learners must be transferred into its replacement, within a period of one year from the date the replacement training product was released on the National Register. ○ when a training product on the Whitehouse scope of registration is no longer current and has not been superseded, all learners’ training and assessment must be completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed from the National Register

	<ul style="list-style-type: none"> ○ when a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners’ training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register ○ when a training product has been removed or deleted from the National Register no learner should commence training in that product. ● training and assessment strategies and practices must be developed for each training product, as prescribed in the <i>Whitehouse Assessment Procedure</i>, and must be regularly monitored, reviewed and refined ● a range of industry engagement strategies must be implemented to ensure industry relevance with regard to the learning experience and to maximise ongoing learning and employment opportunities upon course completion ● student feedback is systematically sought and used to develop and implement improvements to teaching practice and the learning environment: <ul style="list-style-type: none"> ○ Student Learner Questionnaires must be made available to all learners at all Whitehouse campuses prior to course completion <p>Student feedback must be analysed and improvement actions identified, implemented and reviewed</p> <p>A Quality Indicator annual summary report outlining the findings is to be completed and submitted to Australian Skills Quality Authority (ASQA) by 30 June each year</p> <ul style="list-style-type: none"> ○ Teachers should regularly seek feedback from learners in the classroom to identify and implement improvements to teaching and assessment. ● Whitehouse supports student learning by providing learners with access to facilities, equipment and learning materials that are relevant to the course content and current industry practice ● learners who indicate they need access to learning support services, including counseling, and language support should be referred to relevant providers. Depending on the support services required support may be provided by Whitehouse staff or by external providers.
<p>Relevant Legislation</p>	<ul style="list-style-type: none"> ● Standards for Registered Training Organisations (RTOs)2015 ● 2016 Higher Education Support Act (2003) ● Australia Qualifications Framework (AQF) ● Education Services for Overseas Students Act 2000 (ESOS) ● Commonwealth Register of International Courses for Overseas Students (CRICOS)
<p>Key Related Documents</p>	<p>Recognition of Prior Learning Policy (VET)</p> <p>Recognition of Prior Learning Procedure (VET)</p> <p>Academic Grievance Policy (VET)</p> <p>Academic Grievance Procedure (VET)</p> <p>Learning and Teaching Procedure (VET)</p> <p>Code of Conduct</p> <p>Assessment Policy (VET)</p> <p>Assessment Procedure (VET)</p>

	<p>Free Intellectual Inquiry Policy (VET)</p> <p>Access and Equity Policy</p> <p>Access and Equity Procedure</p> <p>Employment Policy</p> <p>Academic Honesty Policy (VET)</p> <p>Academic Misconduct Procedure (VET)</p>
Definitions	<p>The following definitions apply for the purpose of this Policy:</p> <p>Australian Skills Quality Authority (ASQA): is the national regulator for the vocational education and training (VET) sector. Registered training organisations (RTOs) in the Australian Capital Territory, New South Wales, the Northern Territory, Queensland, South Australia and Tasmania come under ASQA's jurisdiction. ASQA is also the regulatory body for some RTOs in Victoria and Western Australia that offer courses to overseas students or to students in states that come under ASQA's jurisdiction.</p> <p>Industry Engagement: may include, but is not limited to, strategies such as:</p> <ol style="list-style-type: none"> partnering with local employers, regional/national businesses, relevant industry bodies and/or enterprise RTOs involving employer nominees in industry advisory committees and/or reference groups embedding staff within enterprises networking in an ongoing way with industry networks, peak bodies and/or employers developing networks of relevant employers and industry representatives to participate in assessment validation and exchanging knowledge, staff, and/or resources with employers, networks and industry bodies. <p>Training and Assessment Strategies and Practices: are the approach of, and method adopted by, an RTO with respect to training and assessment designed to enable learners to meet the requirements of the training package or accredited course.</p> <p>Training Product: means AQF qualification, skill set, unit of competency, accredited short course and module.</p>
Responsible Officer	Academic Director
Approval Authority/ Authorities	<p>Joint Executive Directors</p> <p>Academic Board</p>
Date Approved	10/12/2018
Date of Commencement	10/12/2018
Date for Review	10/12/2021
Documents superseded by this Procedure	012 -Learning and Teaching Policy

<p>Amendment History</p>	<p>09/2018 Procedure re-written to better align with vocational education delivery</p> <p>11/2016 Policy and Procedures separated and HE and VET documentations separated</p> <p>11/12 Changed formatting Significant adjustments and inclusions to policy wording - material changes</p> <p>19/09/2012 Approved and effective</p>						
<p>Signed and dated for Whitehouse Institute Pty Ltd</p>	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 33%;"></td> <td style="text-align: center; width: 33%;">Les Taylor</td> <td style="text-align: center; width: 33%;">10/12/18</td> </tr> <tr> <td style="text-align: center;">Signature</td> <td style="text-align: center;">Name</td> <td style="text-align: center;">Date</td> </tr> </table>		Les Taylor	10/12/18	Signature	Name	Date
	Les Taylor	10/12/18					
Signature	Name	Date					

<p>INFORMATION FOR PUBLISHING ON POLICY REGISTER</p>	
<p>Category</p>	<p>Academic</p>
<p>Stakeholders</p>	<p>Academic Board Executive Management Academic Staff Administration Staff Students</p>