

This checklist focuses on best practice approaches to:

- Value for Money
- Delivery of high quality training and assessment services
- Provision of information to clients
- Exploration of available training options for workforce development
- Contract development between companies and service providers
- Identification and clarification of client's wants and longer term needs
- Accurate costing of training and assessment in response to needs
- Professional development which enhances a workplace learning culture

Checklist		
Service	Capacity to Provide	☐ Achieved
<p>Experience (Track Record)</p>	<p>A detailed matrix of Training/Assessor staff is provided which includes the following:</p> <ul style="list-style-type: none"> ▪ experience in remote delivery ▪ experience in Recognition of prior learning ▪ current (last 5 years) experience in delivery to vocational area ▪ current industry (last 5 years) experience in vocational area qualifications in training and vocational area 	☐
<p>Business driven qualifications development</p>	<p>Training plans for each employee training participant which reflects the work that they currently do and needs of the enterprise have been prepared.</p> <p>Training plans will include:</p> <ul style="list-style-type: none"> ▪ Name of trainee/s ▪ Units enrolled in ▪ Name of trainer and assessor for each unit ▪ Units aligned with learning resources and assessment tools ▪ Provision of start and completion dates ▪ Customisation notes ▪ Special needs <p>The Qualification outcome of this training plan reflects the major operation that each employee training participant is involved in and is reflected in the</p>	☐

Confirmation of RTO's Scope	Specific individual AQF qualifications and, units of competency identified and accredited courses are on Scope of registration	<input type="checkbox"/>
	<i>Both</i> training delivery and assessment services to issue the identified AQF qualifications and statements of attainment are on Scope of registration	<input type="checkbox"/>
Pre training delivery and assessment	A pre-assessment and Recognition of Prior Learning and/or recognition of current competence strategy, which includes but not limited to: <ul style="list-style-type: none"> ▪ pre-training assessment of the nominated employee's (RPL) 	<input type="checkbox"/>
	How the information is utilised in identifying the units of competencies to be credited and what gap/full training is required	<input type="checkbox"/>
	Evidence as to how you will measure and report the quality outcomes of the "Current Competence strategy"	<input type="checkbox"/>
	The training and assessment resources which demonstrate a clear link between theory and practice and strategies for ensuring competency achievement.	<input type="checkbox"/>
	Training plans which are customised to meet the needs of each employee training participant and communicated to employer and employee training participant	<input type="checkbox"/>
	Evidence of how Enterprise based policies, procedures, work samples and forms have been integrated with training and assessment materials	<input type="checkbox"/>
	A signed confidentiality agreement, protecting the intellectual property of the enterprise.	<input type="checkbox"/>
Training and Assessment Delivery Mode	A training delivery and assessment plan	<input type="checkbox"/>
	A blended delivery of competencies across the vocational areas	<input type="checkbox"/>
	Appropriate tailoring of material	<input type="checkbox"/>
	Examples of resources and assessments tailored specifically, and that will add value to the business,	<input type="checkbox"/>
	A detailed plan of the overall monitoring and project management of the training and	<input type="checkbox"/>
	Innovative delivery strategies that will be used throughout the training and assessments	<input type="checkbox"/>

Professional Development of Enterprise Trainer/s	Establish and verify that trainers and assessors meet national benchmark competency requirements	<input type="checkbox"/>
	Designate a qualified person/s to undertake direct supervision if required	<input type="checkbox"/>
	Develop and provide (in collaboration with the enterprise) and deliver Professional Development plans for enterprise trainer/s	<input type="checkbox"/>
Integration of workplace supervision	<p>A plan which states what specific involvement is expected from the enterprise supervisors and staff including:</p> <ul style="list-style-type: none"> ▪ Which people will be involved in the training and assessment, ▪ The role of each person ▪ Time requirements for each person involved 	<input type="checkbox"/>
	Assistance to the enterprise in the empowerment of their staff as workplace mentors	<input type="checkbox"/>
Appropriate facilities	<p>Ensure that appropriate facilities are available for:</p> <ul style="list-style-type: none"> ▪ on-the-job training ▪ an equipped training room for off-the-job training ▪ complete a full safety hazard analysis for all training facilities and sites and provides the enterprise with Hazard Analysis Report 	<input type="checkbox"/>
Provision of Training and Assessment Resources	A well prepared table aligning the learning and assessment resources with the units of competency.	<input type="checkbox"/>
	Customised resources to meet enterprise and individual employee needs	<input type="checkbox"/>
	Customised resources are confirmed with employer/enterprise trainers/supervisor/mentor	<input type="checkbox"/>

Ensuring a match of your Trainers and the RTO's Assessors	A meeting between the enterprise nominated trainers and your nominated assessor	<input type="checkbox"/>
	Assessors who have experience in remote delivery (desirable)	<input type="checkbox"/>
	Assessors who have experience in recognition of prior learning	<input type="checkbox"/>
	Assessors who have relevant industry experience (last 5 years) in delivery to vocational area	<input type="checkbox"/>
	Assessors who have undertaken relevant professional development to the training they will Assessor	<input type="checkbox"/>
	Assessors must attended <i>regular</i> profession development	<input type="checkbox"/>
	Suitable backup replacement trainer if required	<input type="checkbox"/>
	Training and Assessment plans which include procedures regarding the RTO requirements for supervision of trainers who do not have Training and Assessor qualifications	<input type="checkbox"/>
	An alternative assessor to deliver the planned outcomes should things not work out	<input type="checkbox"/>
Induction of Assessor to the enterprise/ client	An induction plan prepared for assessors involved in the program which includes the enterprises safety procedures, the type and location of internal resources and facilities, key staff contacts and the work area and the proposed time allocated for this activity	<input type="checkbox"/>
Employee/Training Participant induction	<p>And explain a training induction plan and processes to the company including but not limited to:</p> <ul style="list-style-type: none"> ▪ Introduction process of the trainer/s and the employee training participant/s ▪ How much time will be allocated for the ▪ trainer/assessor Employee Training Participant/s ▪ Proposed time allocation for the trainer/assessor to become familiar 	<input type="checkbox"/>
Responsive to customer needs	Contracts/MoU which has flexibility for contingencies and outlines any steps that will be carried out to address changes and the timeframes for this to occur	<input type="checkbox"/>
	Client formal feedback outcomes and the actions implemented as a result of client feedback	<input type="checkbox"/>

<p>Value for Money</p>	<p>A detailed quote including a clear outline of the funding/subsidy (if any) that will be used to deliver the training model.</p> <p>This will include:</p> <ul style="list-style-type: none"> ▪ all sources of funding including the name, amount and any requirements of that funding ▪ all relationships/ arrangements with other parties that will need to be honoured, and the detailed scope of these ▪ Allocation of hours (dollar value) provided by the enterprise in the delivery of training which is reflected in the training plan ▪ any/all subsidies that will be available to the participants as a result of the access to funds for the training. This will be detailed per person with all milestones outlined that have to be achieved re the training delivery ▪ detailed declaration of all monies subsidies which you and/or the RTO/Third party who is delivering the training will receive. ▪ detail of any extra charges that may be incurred at any time throughout the delivery of the training ▪ detail of invoicing arrangements 	<input type="checkbox"/>
	<p>Presents clearly full details of the enterprises commitment to the program including:</p> <ul style="list-style-type: none"> ▪ off-the-job training requirements ▪ supervisor/mentor time requirements ▪ use of facilities for training down time of equipment for on-the-job training ▪ employee release time requirements for training activities. 	<input type="checkbox"/>
<p>Contract Management</p>	<p>Evidence of experience in contract management including reference/s from other recent training clients in the mining industry</p>	<input type="checkbox"/>
	<p>A template/sample of your training contract/MoU</p>	<input type="checkbox"/>
	<p>Evidence that the Contract Manager responsible for managing contracts is trained in contract management</p>	<input type="checkbox"/>
	<p>A dedicated Contract Manager who is the key contact for "whole of business"</p>	<input type="checkbox"/>

Risk Management, Communication and reporting systems	A risk management strategy which includes mechanisms to identify and respond to risks	<input type="checkbox"/>
	Regular reporting on but not limited to: <ul style="list-style-type: none"> ▪ Progress ▪ Overcoming difficulties ▪ Progression issues ▪ Communication activity 	<input type="checkbox"/>
Timely and accurate administration	Administration roles and responsibilities are clearly articulated and evidenced	<input type="checkbox"/>
	References from other recent training clients in mining industry	<input type="checkbox"/>
	Evidence regarding the presentation of measurable and recorded outcomes	<input type="checkbox"/>
	Well resourced administration services	<input type="checkbox"/>
Debriefing	A sample of progress and final reports	<input type="checkbox"/>
	Samples of feedback request forms (employer/supervisor/mentor/employee training participant)	<input type="checkbox"/>
	A Final report which clearly details <ul style="list-style-type: none"> ▪ outcomes achieved against the contract ▪ What went right ▪ What went wrong ▪ The actions implemented developed in consultation with 	<input type="checkbox"/>