



Macarthur Community College Inc
RTO ID 6860

POLICY	
Title	Program development
Purpose Describe policy intent	To outline the College policy on developing training and assessment programs offered by the College.
Scope List who this policy and procedure applies to	Principal Program Manager VET Manager Tutors
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Community Profile Publications of Local Government Authorities AVETMISS Statistics , collected and reported by the College The College Marketing Strategy Australian Bureau of Statistics Identified skills shortage reports (Sills list) https://www.training.nsw.gov.au/smartandskilled/nsw_skills_list.html
Definitions	Community Need – is defined as publicly documented aspects of public life which are capable of being met by Adult and Community Education and which in the final analysis is expressed in ‘demand’ for particular courses, modules and programs. Programs may be VET or Lifestyle Participant Needs – are a subset of Community Needs. Skills list - Developed through extensive industry and community consultation and labour market research, the Skills List includes a wide range of qualifications to support the diverse skills needs of NSW employers. Updated regularly by NSW Government.
Policy	The College will meet the perceived needs of the members of its community through offering a College program, which is wide and varied and is responsive to expressed needs. Program may be AQF or Lifestyle. Industry engagement may include but not be limited to consultation with employers, employees, participant, local community groups, Industry Skills Councils, Local Government Agencies will be undertaken systematically, using both formally and informally methods at appropriate time. AQF programs will be planned, implemented and incorporate Training products on the College scope of registration and may be developed as a result of direct requests or training needs analysis. A training and assessment strategy must be developed to support the implementation of the training and assessment product being offered and will include (minimum): <ul style="list-style-type: none"> • Training Package requirements • volume of learning’ • participants’ needs and current skills • delivery and assessment methodology • validation requirements • evaluation methodology



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	If the training product is not listed on scope an informed decision will be taken by the VET Manager and Principal to either add the product or consider other options available (eg participate in a MOU with another RTO)>			
Relevant documentation	Access and Equity Policy Evaluation and Feedback Policy Training and assessment strategies for VET courses Relevant Training Packages AQF Framework 2013 www.training.gov.au			
Communication and support for staff	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request			
Procedure				
Review date	March 2016			
Mapping to Standards for RTOs	1.1, 1.2, 1.4, 1.5, 1.6,			
Version and Date issued	Version	1	Date issued	01/4/15
Developed By	VET Manager			
Approved by	Principal			

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