



Training Delivery Policy

Organisation: Australian Leading Institute of Technology (ALIT) **RTO Code:** 45156
Quality Area: 1 – Training and Assessment **Standard:** RTO Standards 2025 – Standard 1
Document Owner: CEO / Director of Training **Review Cycle:** Annual **Version:** 1.0
Effective Date: April 2026

1. Purpose

This policy ensures that all training delivery at ALIT is consistent, high-quality, and compliant with the RTO Standards 2025, the Australian Qualifications Framework (AQF), and CRICOS requirements. It establishes the principles and responsibilities for delivering nationally recognised training across all sectors and cohorts.

2. Scope

This policy applies to all trainers, facilitators, assessors, and operational staff involved in the planning and delivery of training across all qualifications and skill sets on ALIT's scope of registration.

3. Policy Statement

ALIT is committed to delivering training that meets the needs of learners, industry, and regulatory requirements. All training delivery must:

- Be guided by a current, industry-informed Training and Assessment Strategy (TAS)
 - Be delivered by qualified and competent trainers with current industry knowledge
 - Use resources and methods appropriate to the learner cohort and training context
 - Comply with the approved volume of learning and AQF level requirements
 - Be responsive to learner needs through flexible delivery options where appropriate
 - Reflect continuous improvement informed by learner feedback and industry input
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4. Procedures

4.1 Training and Assessment Strategy (TAS)

- A TAS must be developed and maintained for every qualification and skill set on scope
- The TAS must be reviewed at least annually in consultation with industry representatives
- The TAS must document: delivery mode, duration, resources, trainer requirements, and assessment approach
- Any changes to delivery mode or duration require TAS amendment prior to implementation

4.2 Delivery Modes

ALIT may deliver training through the following approved modes:

- Face-to-face classroom delivery
- Online or blended delivery



- Workplace-based or on-the-job delivery
- A combination of the above

All delivery modes must be documented in the TAS and must ensure learners receive adequate contact time and support to achieve the required competencies.

4.3 Trainer Responsibilities

- Trainers must prepare lesson plans, session guides, and learning materials prior to each delivery period
- All materials must be current, accessible, and contextualised to the learner's industry context
- Trainers must maintain a class attendance register for every session
- Trainers must identify learners at risk and refer them to student support services promptly

4.4 Delivery Compliance

- Training delivery must not commence until a valid TAS is in place
- Qualifications must only be delivered within ALIT's CRICOS-registered scope
- Delivery must meet the minimum volume of learning per AQF level as outlined in the TAS
- Any subcontracting of training delivery must be approved by the Director of Training and governed by a formal agreement

4.5 Monitoring and Quality

- The Director of Training will conduct periodic observation of training sessions
- Learner satisfaction surveys will be administered at the end of each unit or qualification
- Trainer performance will be reviewed annually as part of the workforce review process
- Non-conformances identified during monitoring must be recorded in the Continuous Improvement Register

5. Roles and Responsibilities

Role	Responsibility
CEO / Director of Training	Approve TAS; oversee delivery quality; ensure compliance
Trainers / Facilitators	Deliver training per TAS; maintain records; support learners
Student Support Officer	Identify and refer at-risk learners; provide pastoral care
Compliance Officer	Monitor delivery records; maintain CI Register

6. Related Documents

- Policy: Training and Assessment Strategy (TAS) Development
- Policy: Assessment Principles and Practice
- Policy: Trainer and Assessor Requirements



- Policy: Student Support During Training
- Policy: Continuous Improvement System (CIS)

7. Review and Approval

Version Date Approved By Changes

1.0 April 2026 CEO, ALIT Initial issue

This policy is to be reviewed annually or following any change to regulatory requirements, ALIT's scope of registration, or delivery context.