

FACT SHEET

RIGHT WAY TRAINING RESOURCE



Developers of any type of training and or assessment resource designed to align to a service industry Training Package can achieve industry recognition of the material as a Right Way Training Resource. Developers can be any type of organisation including RTOs.

Resources Mentioned in Training Packages

Within each Evidence Guide there is a section entitled: “Context of and specific resources for assessment”. This section of the competency standard only outlines the types of resources that people use in the workplace and, therefore, which RTOs must have available when preparing students for a job role. These types of resources include such things as:

- rules for sporting games
- menus for restaurants
- legislation that workers must have a knowledge of
- manufacturer’s instructions
- product manuals and price lists which people use to sell various products and services
- policies and procedures to which people in the workplace must adhere

These types of resources should not be confused with learning and assessment resources. They cannot be recognised as a training resource.

Making Linkages to Training Packages

Training packages do not prescribe what training and assessment resources must be used. They prescribe what must be assessed, where, by whom and the workplace documentation mentioned above.

It is expected that RTOs have the expertise to develop learning and assessment strategies, curriculum and training & assessment resources. Other organisations, not involved in the provision of training and assessment, can develop training and assessment resources for the use of RTOs.

The use of effective training resources which are directly based on and linked to particular training packages and, in particular, competency standards is key in driving higher skills capability in those undertaking training to work in the service industries.

The Right Way Program will only recognise those resources that are directly aligned to training package content.

Using the Training Package as the Starting Point

It is not expected that resource developers map their resources back to the training package. Rather, they should use the training package and competency standards as a starting point for the development of their resource. Training resources should be specifically written to address national competency standards.

Holistic Training and Assessment

Industry places premium value on graduates of courses who are ready to work in their businesses because they have been exposed to industry conditions through holistic training and assessment.

Competency standards describe discrete skills which do not exist in isolation. Within each qualification there are units of competency which are interrelated and which a candidate would naturally complete simultaneously as part of their job function.

Holistic training and assessment with other units relevant to the industry sector, workplace and job role is invaluable and considered best practice. This integrated approach to assessment brings together a number of units of competency that reflect actual workplace practices, and it is recommended that resource developers design integrated training and assessment resources that combine a number of units.

All units, in the methods of assessment section, recommend a range of related units which can be grouped together for integrated assessment. However, any units that relate to a job function can be combined into an integrated assessment.

It is important that the resource developer clearly identifies units of competency that can be combined to ensure an efficient and effective training and assessment process. Units of competency can be grouped in a number of combinations and how this is achieved will depend on the focus of the resource.

Types of Training Resources that can be Recognised

Training resources can be:

- learner focused
- trainer focused
- in hard copy format
- internet based
- e-learning based
- a training only resource
- an assessment only resource
- references (usually text books)

Resources can also be a combination of some of these types. All units, in the methods of assessment section, recommend a range of assessment methods and resource developers can be guided by these suggested methods when developing their resources.

Training Resources

A training resource is any material which assists a student to learn the skills and knowledge required to achieve competence in one or more units of competency.

Training resources may include trainers' notes, sample lesson plans, student workbooks, fact sheets, banks of information, training activities such as role plays, case studies, exercises and projects, and assessment items such as question banks.

Assessment Resources

An assessment resource is any tool or material which assists an assessor to assess a candidate's competence in one or more units of competency.

Assessment resources may include assessment activities such as role plays, case studies, exercises, projects, question banks and recognition of prior learning guidelines.

References

These are general references which might be consulted by a participant in a program of training. Most textbooks are likely to fall into this category. References will only be given industry recognition if they have been written clearly and directly to address one or more units of competency.

Evaluation of Resources

Resources will be assessed against the Right Way resource recognition standards and evidence requirements. Service Skills personnel will assess the applications to ensure that the resources align to a particular training package and provide for appropriate and sufficient training and assessment.

Assessments will involve industry practitioners, known as Industry Advisors, who are currently working the particular sector and subject matter covered by the resource. Their role is to:

- validate that the developer is making reference to current industry practices, uses correct and current terminology for such things as workplace activities, industry interactions and equipment and
- if there are activities which students must complete, that they relate directly to workplace activities that employees would be engaged in.

Period of Right Way Recognition and Renewal

Right Way resource recognition is initially granted for a period of three years and can be renewed for subsequent three year periods. Applications for renewal should be lodged no later than two months prior to the expiry date of recognition. Applicants renewing will be required to provide evidence of updates to the resource to ensure that it is linked to the most current unit/s of competency.