

This is the training delivery policy of GEN II Engineering and Technology Training Ltd.

Purpose

The purpose of this policy is to ensure that all training and assessment provided by Gen2 aligns with relevant legislation, regulatory and awarding body requirements and educational best practice.

Training

Gen2 is committed to providing the highest standards of education, training and assessment.

The organisation has strategies in place for training delivery and assessment for each qualification and accredited course within the organisation's scope of registrations.

Gen2 has access to the qualified staff, facilities, equipment, training and assessment materials required to provide the training and/or assessment services within the scope of its registrations and scale of operations to accommodate learner numbers, customer needs, delivery methods and the associated assessment requirements.

Gen2 ensures that in developing, adapting or delivering training and/or assessment products and services it will ensure the following:

- methods used to identify learning needs and methods for designing training and assessment are documented
- the requirements of the training packages or accredited courses are met
- core and elective units are identified as appropriate
- customisation meets the requirements specified in the relevant training package or accredited courses
- language, literacy and numeracy requirements are developed to suit the individual needs of each learner
- delivery models and training and assessment materials will meet the needs of the diverse range of learners
- where assessment or training is conducted in the workplace, the organisation will negotiate the delivery and assessment strategy with the employer and learners, working with the employer to integrate any on-the-job training and assessment and schedule workplace visits to monitor/review the training and

assessment

- where an apprenticeship or other qualification training contract is in place, or being negotiated, Individual Learning Plans are developed, documented, implemented and monitored for each apprentice or trainee, encompassing all relevant off-the-job training and structured workplace training.

Gen2 ensures that training and assessment is delivered by a person who:

- has all the competencies in the training and education (or has demonstrated the equivalent competencies) or who is under the direct supervision of a person with these competencies
- is able to demonstrate vocational competencies to at least the level of those being delivered and can demonstrate current industry skills relevant to the training/assessment being undertaken.

This Policy will be reviewed annually at the ISO Management Review Meeting and recorded as such in the minutes.



Paul Storey
Managing Director
On behalf of the Board of Directors of Gen2

