

# Flexible Learning and Assessment



## Policy statement

In line with adult orientated education, Victorian Occupational Training Educational Services (VOTES) will endeavour to the fullest extent to incorporate flexible learning, training and assessment methods and tools in the delivery of programs.

These will incorporate training and assessment that is on-the-job, in classroom based field trips, group activities, general discussion, home assigned tasks, assessment via assignment, private reading, etc.

## Strategies for Training and Assessment

- 1 Training materials/resources used:
  - Textbooks
  - Curriculum handbooks
  - Video recorder/videos
  - Television
  - VOTES resource library
  - Stationery from VOTES room
  - Resources provided by trainers
  - Computers/Internet resources
  - White boards
  - Data projector
  - Overhead projector
  - Digital camera
- 2 Assessment methods and strategies:
  - Discussion
  - Self-Assessment activities
  - Collation of research portfolio
  - Written/verbal
  - Observation
  - Simulation/role play/case study
  - Delivery methods and strategies:
    - Classroom
    - Field trips
    - Homework/assignments
    - Team tasks
    - On-the-job
    - Oral presentations

- Simulation activities
  - Project work
  - Group activities
  - Practical demonstrations
  - Role plays
  - Discussion groups
  - Written activities
  - Audio and visual presentations
- 3 Target groups:
- People with disabilities
  - People from non-speaking backgrounds
  - Indigenous Australians
  - Women where under-represented
  - Groups designated as significantly disadvantaged specifically targeted by funding or relative need
  - People who are denied access to education and the opportunity to gain relevant work skills
  - Refer to Access, Equity and Client Services Procedure (QP9-017)
  - Certificate I and II for people who want to get back into the workforce or to hone their basic skills in this field
  - Certificate III and IV for people who are currently employed in this field and who want to increase their skills and employment prospects
- 4 Assessment validation:
- Consultation shall be widely carried out with all stakeholders to be mindful of continuous improvements.

## **Assessment guidelines**

- All assessments carried out for accredited courses at VOTES shall comply with the principles of validity, reliability, fairness and flexibility.
- The issuing of statements of attainment or qualifications shall comply with the requirements of the AQTF and the Standard Operating Procedure – Issuing of Certificates and Statements of Attainment (QP9-018).
- Our Policy for Recognition of Prior Learning can be found at QD9-002.
- VOTES is supportive of the principles of flexibility and continuous improvement.
- Our assessments shall vary according to the specified need of the training program. Various modalities shall be used including on-the-job, classroom, and field trips.

***For further information please refer to Strategies for Training and Assessment.***