Identifying learning needs

Purpose

The purpose of this procedure is to identify the general methodology to be used when identifying learning needs and designing training and assessment materials.

Responsibility

The admin manager is responsible for the implementation of this procedure and to ensure that staff is aware of its application and implement its requirements.

Requirements

The Gen institute will ensure that in developing, adapting, or delivering training and/or assessment products and services:

- Methods used to identify learning needs, and methods for designing training and assessment, are documented.
- The requirements of the Training Package or accredited course are met.
- Core and elective units, as appropriate, are identified.
- Language, literacy, and numeracy requirements develop the learning capacity of the individual and are consistent with the essential requirements for workplace performance specified in the relevant units of competency or outcomes of accredited courses.
- Delivery modes and training and assessment materials which meet the needs of a diverse range of clients are identified.
- Volume of learning requirements are met.
- Strategies and practices to enable each learner to achieve their planned outcomes are developed and implemented.

Method

- Review individual training needs with the student and identify appropriate training content, level and pathways.
- Conduct a pre training review of each student's previous education and training and identify any RPL or credit transfers that may be applicable.
- Assess language, literacy and numeracy levels and requirements referring students to appropriate assistance if required. Generally, if a student has previously completed VCE or a Certificate IV level qualification their language, literacy and numeracy could be assumed as sufficient unless the proposed qualification has high demands in numeracy and literacy.
- Enrol the student in an appropriate course based on the student training needs and each individual student's pre-training review and language literacy and numeracy levels, in consultation with each student.

Purpose

The purpose of this procedure is to identify the general methodology to be used when identifying learning needs and designing training and assessment materials.

Responsibility

The admin manager is responsible for the implementation of this procedure and to ensure that staff is aware of its application and implement its requirements.

Identifying learning needs

Authorized by: CEO
Document Owner: CEO, ©Gen Institute Pty Ltd
TOID 41126   CRICOS Provider Number: 03572F

Page 1 of 2
Current Version: 01/10/2024
Review Date: 01/10/2027

Requirements

The Gen institute will ensure that in developing, adapting or delivering training and/or assessment products and services:

- Methods used to identify learning needs, and methods for designing training and assessment, are documented.
- The requirements of the Training Package or accredited course are met.
- Core and elective units, as appropriate, are identified.
- Language, literacy, and numeracy requirements develop the learning capacity of the individual and are consistent with the essential requirements for workplace performance specified in the relevant units of competency or outcomes of accredited courses.
- Delivery modes and training and assessment materials which meet the needs of a diverse range of clients are identified.
- Volume of learning requirements are met.
- Strategies and practices to enable each learner to achieve their planned outcomes are developed and implemented.

Method

- Review individual training needs with the student and identify appropriate training content, level, and pathways.
- Conduct a pre training review of each student's previous education and training and identify any RPL or credit transfers that may be applicable.
- Assess language, literacy and numeracy levels and requirements referring students to appropriate assistance if required. Generally, if a student has previously completed VCE or a Certificate IV level qualification their language, literacy and numeracy could be assumed as sufficient unless the proposed qualification has high demands in numeracy and literacy.
- Enrol the student in an appropriate course based on the student training needs and each individual student's pre-training review and language literacy and numeracy levels, in consultation with each student.

Identifying learning needs

Authorized by: CEO
Document Owner: CEO, ©Gen Institute Pty Ltd
TOID 41126   CRICOS Provider Number: 03572F

Page 2 of 2
Current Version: 01/10/2024
Review Date: 01/10/2027