

Recording changes to training and assessment strategies for small to medium-sized RTOs

Disclaimer: The information in this guide has been developed by [Audit Express](#) and has been provided to ASQA for the benefit of information sharing within the VET sector. ASQA presents this information as one possible option, but does not endorse this as necessary or the only course of action available to VET providers.

Creating a simple form for recording changes to Units of Competency

Below is an example of a simple Unit of Competency Change Form that was developed by the team at [Audit Express](#).

This Unit of Competency Change Form can be used to detail the updates and changes that are made to teaching and delivery, methods and timing of assessment and also the reasonable adjustments and support mechanisms made available to students for each unit of competency.

Some RTOs have used this kind of form as a way of recording changes that have been implemented for each training product. Once this form is completed it is then added to the existing TASs as an addendum.

Unit of Competency Change Form
Use this form to provide details of the changes made to your course delivery and assessment as a result of the disruptions caused by the COVID-19 pandemic.

Your RTO			
Your Full Name		Your contact number	

Qualification Code & Title

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As each qualification and delivery/assessment mode may differ, this form allows you to detail the changes to a unit of competency/cluster level. You may add or remove rows to allow for more or less units to be detailed in this form.

When you have completed this form, please upload it through the online portal.

Unit code and title	Changes made to <u>teaching and delivery</u>	Changes made to <u>assessment methods</u>	Reasonable Adjustments and Support made available to students.

Creating an automated process for recording changes using Google Forms

Some providers have implemented a more automated process for recording changes to TASs. These providers have developed a web-based form created using platforms such as [SharePoint](#), [Google Forms](#) or [Survey Monkey](#). An example of how a TAS Change Register might be created using Google Forms is detailed over the following pages.

This TAS Change Register, built using Google Forms, is an agile and responsive solution for smaller and medium-sized RTOs that have a small number of qualifications on their scope of registration but do not have a sufficient amount of time to update each individual training and assessment strategy.

If correctly implemented, this approach could save small and medium-sized RTOs hundreds of hours by removing the need to manually update their individual training and assessment strategies in response to COVID-19.

If you're new to Google Forms and need help using this service, visit the [Google Support Center](#).

How to build a TAS Change Register in Google Forms

The screenshot shows a Google Form titled "COVID19 TAS Change Register". The form has a purple header bar with the title. Below the title, there is a description: "This form should be used to record and register changes made to the training and assessment strategies and practices as a result of the COVID-19 pandemic." A red asterisk indicates a required field. The form contains three main sections: 1. "Email address *" with a subtext "Cannot pre-fill email address." and a dotted line for input. 2. "Training Product" with a purple header bar and subtext "Enter details of the training product. E.g. CHC33015 Certificate III in Individual Support". 3. "Full code and title of training product" with subtext "Your answer".

The first section of this form (or 'Change register') is used to gather information on the person responsible for completing the form, along with the qualification code and title of the training product that the form relates to.

Note: This form has been designed for a provider to complete for each individual training product.

Changes to Training and Assessment strategies and practices.

In the following sections, you will be asked to detail what changes you will make the modes of delivery and the assessment methods for the qualification you have selected.

The changes implemented by your organisation may vary from qualification to qualification and in some instances, you may only be making changes to particular units of competency or clusters of units.

To complete this section you have two choices;

1. Only complete each section in this form which provides changes made to the overall qualification delivery and assessment.
2. Complete each section of this form detailing overall changes to your qualification, and provide further information on how you will change each unit of competency/cluster. In this option you will be required to download a word template 'Unit of Competency Change Form' and then upload it through this online form.

Unit of Competency Change Form

Use this link to download the Unit of Competency Change Form.

Download the template here:

https://www.dropbox.com/s/y26pqoh47b8uoy3/Unit%20of%20Competency%20Change%20Form%20V1_0.docx?dl=0

The person is then given the option of downloading a Unit of Competency Change Form (discussed in the first section of this guide), which can be used to detail the changes made on a unit level. This form can be used to detail changes to:

- training delivery
- methods and timing of assessment
- student support mechanisms
- reasonable adjustment.

Once completed, this form can then be uploaded back into the Google Form in the last section before clicking 'submit'.

Changes to Mode of Delivery

Provide details here for the changes you are making to the delivery and teaching of the course or unit of competency. Provide as much detail as possible. For example, what technology platforms will you be using, how often will you be using it, what strategies have you implemented to keep students engaged.

If you are also completing the 'Unit of Competency Change Form' you can upload this in the last section of this online portal.

What changes are being made to the 'Course' Delivery and teaching?

Use this area to provide details of how you have changed the teaching and delivery of the course. If you are making changes to particular units, complete the 'Unit of Competency Change Form' and upload the completed document below.

Your answer

The next section of the form requires the user to detail all changes made to the mode and scheduling of training delivery.

Changes to Assessment

Provide details here for the changes you are making to the assessment methods. Provide as much detail as possible. For example, what technology platforms will you be using, how often will you be using it, what strategies have you implemented to provide reasonable adjustment.

It is recognised that assessment methods may be different for each unit of competency/cluster. To provide specific details for each unit/cluster, complete the 'Unit of Competency Change Form' provided in the previous section and upload in the final section of this online portal.

What changes are being made to the assessment methods?

Use this area to provide details of how you have changed the assessment methods of the course. If you are making changes to particular units, complete the 'Unit of Competency Change Form' provide specific details in this form and upload in the last section of this online portal.

Your answer

The next section of the form requires the user to detail all changes made to the methods and timing of assessment.

Student Support Services

Provide details of how you will support learners who are required to undertake training and assessment remotely.

Provide as much detail as possible, including what platforms & technology will be used, how often you will monitor support services, how it will be recorded and how you can continuously improve the support services.

What support strategies do you currently have, or will you put in place, for remote learning and assessment?

Your answer

How will you monitor the support services?

Your answer

The next section of the form requires the user to detail the support strategies that have been put in place to support students, along with details of how student support needs and services provided will be monitored and continuously improved.

Upload Documents

Changes to Particular Units of Competency

Where you will be making changes to particular units of competency, you should provide details for each unit/cluster. Download the 'Unit of Competency Change Form' to provide particulars for each unit or cluster.

Download Unit of Competency Change Form:

<https://www.dropbox.com/s/y26pgoh47b8uoy3/Unit%20of%20Competency%20Change%20Form%20V1.0.docx?dl=0>

Upload the Unit of Competency Change Form

Upload file

Once the previous three sections have been filled in, the user can upload their completed Unit of Competency Change Form, along with any additional evidence that they would like to have on record.

Once this section is completed the user clicks on the submit button, which then uploads all responses and attached evidence to a spreadsheet that can be accessed online via Google Forms.

Questions Responses **12**

12 responses

Accepting responses

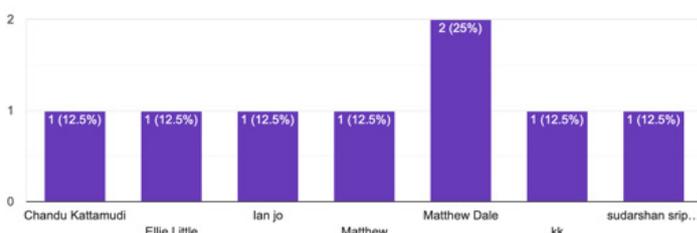
Summary

Question

Individual

Your Full Name

8 responses



By clicking on the 'Responses' tab of Google Forms, the Google Form Administrator is able to view individual responses, as well as analytics and insights of all responses provided.

