


Aged & Community Services Association of NSW & ACT		LC 07LD  <small>Aged & Community Services Association of NSW & ACT Incorporated ABN: 13 737 853 254</small>
Design of Training Products, Services and Assessment Tools		
Section(s) Revised: No changes Reviewed: 01/02/01; 26/11/02; 28/2/08		Page: 1 of 1
Authorised By: Learning & Development Manager	Issued To: Learning Centre Staff	

1. Overview

All ACS Learning Centre training products and services will be flexible, taking into account the changing environment, changing needs of industry and development needs of the sector.

2. Policy

The ACS Learning Centre offers products and services that reflect the needs of industry. It will consult widely with industry, participants and area specialists in the development of training products. All products will be educationally sound incorporating adult learning principles and informed by the ACS Corporate Strategic Plan, Australian Quality Training Framework 2007, the VET Strategic Plan and all relevant Legislation/Regulatory/Statutory authorities.

3. Protocol

- 3.1 Consultation will be undertaken both internally and externally to determine the learning needs of industry and learners. See Internal and External Review of Products and Services LC 09LD.
- 3.2 The Learning and Development Manager will appoint industry specialist content writers and educational specialists. They will be provided with a brief, timeframes for direction to develop all products consistent with the principles with the National Training Framework.
- 3.3 Draft materials will be circulated to industry for feedback. All feedback received will be considered and incorporated where appropriate.
- 3.4 A pilot will be conducted using the draft materials.
- 3.5 Following the pilot evaluation, final copies of the materials will be edited, published and distributed.
- 3.6 Copyright and permission will be sought and acknowledged for all non original materials included.
- 3.7 The product will be reviewed, assessed, improved or removed. See Internal and External Review of Products and Services LC 09LD