



CURRICULUM DESIGN, DEVELOPMENT AND REVIEW

1. PURPOSE/SCOPE:

To ensure that all new NRT programs, assessment tools and learning resources comply with the VQF, meet the needs of participants and clients and maintain high learning standards and continuous quality improvement. The process will be available both internally and externally to everyone who designs and delivers programs on the Institute's behalf.

2. PRINCIPLES:

AIM WA complies with the Standards for Registered Training Organisations (RTOs) 2015 including the clauses related to informing and protecting students – clauses 1.1 to 1.4

3. DEFINITIONS:

ASQA: Australian Skills Quality Authority (National VET Regulator)

DCEO: Deputy Chief Executive Officer

L&D Manager: Manager – Learning and Development

CRM: Client Relationship Manager

NRT: Nationally Recognised Training

Program Package: Includes program materials (notes, handouts, ppt, pre-reading), LOOP content, Leader's Guide, assessment tools, assessment mapping document, TAS.

RTO: Registered Training Organisation

TAS: Training and Assessment Strategy

4. REFERENCES:

Training.gov.au

5. POLICY:

New curriculum development will be initiated and/or authorised by the DCEO. All proposals need to be submitted for approval before proceeding.

Non accredited Open Program Packages will be subject to review at the discretion of the L&D Manager – who will consider data (collated from participant, consultant, client and Industry Feedback) and risk level of the program (including any legislative requirements).

Accredited Open Program Packages will be reviewed in consultation with the L&D Specialist due to any changes to the Training Packages associated with these programs.

Custom Program Packages are reviewed on a case by case basis by the CRM in consultation with the Client and Lead Consultant / Assessor and L&D Specialist if applicable. Changes to Training Packages will be implemented into Custom Program Packages.

6. PROCEDURE:

Process Flow Overview	Procedure Details	Responsible	Records
1. Identify the Need for a Training Program	Identify the Need for a Training Program/Product: <ul style="list-style-type: none"> Consult with external expertise from relevant industries Consult with Internal and Associate Consultants, CRMs and Client Service Team Review new, updated or due to expire Training Package competencies 	DCEO LDS L&D Specialist (if NRT) Consultants Industry Consultation	Review of Annual program Guide Meetings: Consultants, Client Services, Exec
2. Develop the Concept	Develop the Concept: <ul style="list-style-type: none"> Consult with Internal & Associate Consultants or CRMs. L&D Manager (for Open programs) or consultant (for Custom programs) approached to prepare outline for new program Consult with external expertise and industry representatives, as required (document the consultation) Determine if application to amend scope/ for course accreditation is required. Consult with L&D Specialist 	L&D Manager CRM Consultants L&D Specialist	Review of Annual Open Program Guide Industry Consultation Form
3. Develop Program Proposal	Develop Program Proposal: <ul style="list-style-type: none"> Recommendations to amend NRT programs considered by L&D Manager Briefing document/pack created by L&D Manager and given to consultant – including Training Package and competency requirements TAS documented for all qualification programs Submit application to ASQA if addition to scope required (6 month approval wait) Program Developed by appropriate consultant 	L&D Manager CRMs Consultants L&D Specialist	Training Package Guidelines Application to Change Scope Guide
4. Program Approval	<ul style="list-style-type: none"> Final approval from DCEO Communicate outcome of addition to scope, if required Review – consult with internal and/or external consultants, CRM and Industry representatives, as required 	L&D Manager CRMs Consultants L&D Specialist	
5. Program Amendments	Approval granted by L&D Manager / CRM / L&D Specialist <ul style="list-style-type: none"> Format and amend program notes, leaders guide, PowerPoint, handouts, assessment materials as required Update program outline (for open program guide and website) Update TAS if required Ensure Version Control is updated for program notes 	L&D Manager CRMs Operations Coordinators/ Business Coordinators L&D Specialist	AIM WA Style Guide Version Control of Program Materials