



Australian Institute of
Technology Transfer



AITT Children's Services General Procedure

AITT RTO 50834

Supporting consistent, compliant, and quality-assured delivery of Children's Services training and assessment, while ensuring industry relevance, regulatory compliance, and continuous improvement under the Standards for RTOs 2025.

December 2025

V4.0

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Policy Title: AITT Children's Services General Procedure**Policy Owner:** Chief Executive Officer**Policy Version:** 4**Approval Date:** December 2025**Review Date:** December 2027**1. Purpose**

This procedure outlines the operational processes used by AITT to manage, deliver, assess, validate, and continuously improve Children's Services training and assessment activities.

It ensures that assessment practices, student engagement, trainer qualifications, industry consultation, and record management remain compliant, consistent, and aligned with the Standards for RTOs 2025.

2. Scope

This procedure applies to:

- All Children's Services qualifications delivered by AITT
- All trainers, assessors, senior trainers, managers, and administrative staff involved in Children's Services delivery
- All assessment, validation, supervision, industry consultation, and continuous improvement activities within the Children's Services department

Qualification Code	Qualification Title
CHC30121	Certificate III in Early Childhood Education and Care
CHC50121	Diploma of Early Childhood Education and Care

3. Assessment Materials and Competency Mapping**Purpose**

This procedure outlines how assessment materials are developed and how competency mapping guides are used to assess students against unit requirements.

Procedure

- Current assessment materials are purchased from Karen Kearns, who has over 20 years' industry experience

- Materials are reviewed by current trainers and their industry contacts to ensure relevance
- Assessment materials are mapped against:
 - o Elements
 - o Performance criteria
 - o Skills
 - o Knowledge
 - o Foundation skills
- Mapping is converted into assessment tools and included in student and trainer workbooks as marking guides
- Assessment materials are reviewed yearly or earlier if required (industry or regulatory changes)
- Outcomes of reviews are recorded in the Continuous Improvement Register
- Version control must be followed
- Review must involve all staff delivering the qualification and be documented

Relevant Forms

- Assessment Material Review Template

4. Assessment Validation

Purpose

To outline the assessment validation process.

Procedure

- Assessment validation occurs at least every six (6) months
- Each trainer must have a unit assessed by another qualified trainer
- Validation outcomes are recorded in:
 - o Student communication logs
 - o Assessment validation template
- Validation steps:
 - o A unit and marking guide are provided to a validator
 - o Validator assesses student work
 - o If agreed, outcome recorded
 - o If disagreement occurs:

- Matter escalated to Senior Manager
- Outcomes documented and forwarded to General Manager
- Reviewed assessments are saved in the shared drive under the validation folder
- Assessment validation log must be completed

Relevant Forms

- Student Communication Logs
- Assessment Validation Template
- Assessment Validation Log

5. Children's Services Student Induction

Purpose

To outline the student induction process.

Procedure

- All students must complete induction at course commencement
- Administration schedules induction sessions
- Alternative arrangements may be made (e.g. field meeting, Skype)
- Induction folder is explained by trainer
- Completion recorded in student communication log

Relevant Forms

- Student Induction Folder
- Communication Log

6. Continuous Improvement Register

Purpose

To outline continuous improvement processes.

Procedure

- All improvement items are added to the Continuous Improvement Register
- Children's Services maintains a separate register
- Register is monitored by the Senior Trainer

- Stored in the shared drive
- Only the Senior Trainer may update the register
- Identified items are emailed to the Senior Trainer

Relevant Forms

- Continuous Improvement Register

7. Current Children's Services Materials (Version Control)

Purpose

To manage updating and reviewing course materials.

Procedure

- All current materials are stored on Moodle
- Minor changes:
 - Version updated
 - Old versions archived
- Major changes:
 - Review meeting conducted
- All materials recorded on version control register
- Changes emailed to Senior Trainer

Relevant Forms

- Version Control Register
- Continuous Improvement Log

8. Industry Consultation

Purpose

To outline industry consultation processes.

Procedure

- Formal consultation:
 - Conducted during strategy or practice changes
 - Documented and retained
- Informal consultation:
 - Occurs during workplace visits
 - Recorded in student communication logs
 - Training plans updated where required

Relevant Forms

- Learning and Assessment Strategies
- Student Communication Logs

9. Marking Assessments (Paper and Online)

Purpose

To outline assessment marking processes.

Procedure

- Trainer guides are used
- Coversheets and marking guides completed
- Results recorded in study records
- Paper assessments scanned and stored
- Electronic assessments stored in student files
- SOARs completed and submitted

Relevant Forms

- Trainer Guides
- Study Guides
- SOARs

10. Professional Development Plan

Purpose

To identify staff professional development.

Procedure

- Staff identify development activities
- Recorded on Professional Development Plan
- CEO may require skills reviews
- Records kept confidential

Relevant Forms

- Professional Development Plan

11. Submission of Assessment Records (SOAR)

Purpose

To outline SOAR completion.

Procedure

- SOAR completed after marking
- Includes student name, unit, date, trainer
- Submitted with assessment coversheets
- Stored in SOAR tray
- Paper study guides submitted for trainees

Relevant Forms

- SOAR
- Assessment Coversheets
- Study Guide

12. Student Communication Log

Purpose

To record all student communications.

Procedure

- Trainers record:
 - o Date
 - o Type
 - o Details
 - o Follow-up
- Group communications logged separately

Relevant Forms

- Student Communication Log
- Group Communication Log

13. Study Guides (Student Training Plans)

Purpose

To outline completion of study guides.

Procedure

- Study guides negotiated at enrolment
- Stored in paper and electronic formats
- Updated after each unit
- Submitted with SOAR at completion

Relevant Forms

- Study Guide
- SOAR

14. Training Feedback

Purpose

To collect training feedback.

Procedure

- Feedback collected after classes
- End-of-course national feedback collected
- Admin processes feedback

Relevant Forms

- Class Feedback Forms
- AQTF Learner Questionnaire

15. Training Supervision

Purpose

To outline training supervision.

Procedure

- New staff complete general induction
- Children's Services induction completed
- Mentor assigned
- Reviewed over three months

Relevant Forms

- General Induction Form
- Induction Checklist

16. Trainer Qualifications

Purpose

To outline minimum qualifications.

Procedure

- Trainers must hold:
 - Relevant qualification
 - TAE qualification (current)

- Industry currency maintained through:
 - o Volunteering
 - o Industry visits
 - o Mentoring
 - o Networking
 - o Training

17. Training and Assessment Strategies

Purpose

To outline TAS development and review.

Procedure

- Developed with CEO, GM, staff, and industry
- Reviewed every six months
- CI Register updated

Relevant Forms

- Learning and Assessment Strategy
- CI Register

18. Workplace Supervision / Visit

Purpose

To outline workplace visits.

Procedure

- Visits planned in advance
- Discussions with supervisor and student
- Logs updated

Relevant Forms

- Placement Folder
- Communication Log

19. Validation of SOAR

Purpose

To outline SOAR validation.

Procedure

- Validated by another trainer

- Units checked against evidence
- Dates, signatures, and grades verified
- Validation recorded in student diary

Relevant Forms

- SOAR
- Coversheet
- Study Guide

20. Monitoring and Review

This procedure is monitored through:

- Validation activities
- Internal audits
- Continuous improvement reviews

Reviewed annually or earlier if required.

21. Approval

Policy Title	AITT Children's Services General Procedure
Policy Owner	CEO – Hanif Kuthubutheen
Policy Version	4
Approval Date	December 2025
Review Date	December 2027
Approved By	CEO – Australian Institute of Technology Transfer (AITT)
Signature	 Hanif Kuthubutheen Chief Executive Officer AITT