

Learning and Assessment Policy

Blueprint Employment & Training Inc (Blueprint) believes that the development of an organization and/or individuals through training has a positive effect on the community in general. Blueprint also believe, that from an economic perspective, Australian organizations currently and in the future, require skilled employees at all levels. Individuals are therefore required to approach skill development as a lifelong commitment. By education and technical or personal skill development, the

1. Individual has the opportunity to achieve a higher income, self-satisfaction and career prospects; and
2. Organizations have the opportunity to grow and develop in profitability and to provide a safe, effective and productive workplace.

Blueprint believes that the phrase *training*, (in the context of services Blueprint offer) has three meanings¹;

1. *Training* - the process which improves performance by modifying or changing behavior, skills and/or knowledge in a activity; or
2. *Education* - which aims to develop knowledge, skills, moral values and understanding in a wider context than "work"; or
3. *Development* - the personal growth or realization of the learning process

In the provision of these services Blueprint will:

1. conduct any training, education, or development activity ethically and with due regard to adult learning principles,
2. allow student access to reasonable and adequate resources, and to supply a suitable environment which is safe and conducive to learning;
3. provide open and transparent information;
4. encourage applications from all sectors of the community;
5. conduct literacy and numeracy needs assessment on enrolment / or commencement of training (as appropriate). Blueprint will also endeavour to provide support and assistance to those with identified literacy and/or numeracy issues including the provision of appropriate resources, or tutoring by qualified staff when available. Blueprint may also seek external numeracy and literacy

¹ Smith. A. (1992 p 2) Training & Development in Australia; Butterworths.

tutoring support from volunteer tutors or refer the student to a specialist teacher if required.

6. conduct and assess training in a fair, valid and reliable manner using experienced and qualified staff who believe in the principles and values of Blueprint, employment & training inc.

In the event of a not yet competent assessment outcome the student will be offered the opportunity to be re-assessed. A re-assessment may be subject to: additional fees, legislative requirements, availability of resources / staff, which will be negotiated with the Training Manager at the time of the original assessment. This process is subject to the normal Blueprint Complaint and Appeals policy and procedure.

In addition Blueprint will adhere to all recognized moral, ethical and legislative responsibilities which apply as a Recognised Training Organisation.