

AMS RTO Training Delivery Policy

Purpose

Aerodrome Management Services Pty Ltd (AMS) is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations. This policy reflects the Outcomes-focused 2025 Standards for RTOs (in effect from 1 July 2025), including requirements for assessment integrity, digital delivery, learner support, continuous improvement, and governance accountability.

Policy Statement

AMS ensures that it has sufficient:

- qualified and experienced trainers and assessors to deliver training and assessment within its scope of registration; including evidence of current industry skills, vocational competence, and digital capability relevant to delivery mode.
- support services to meet the needs of different learners. Including wellbeing, accessibility, digital literacy, and learning support.
- training resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery; and
- facilities, whether physical or virtual, and equipment to accommodate and support the number of learners undertaking the training and assessment

AMS will ensure:

- All requirements of training packages for courses on scope of registration are met.
- Training and assessment practices are relevant to industry needs, as identified through industry engagement and consultation during development of the training and assessment strategy.
- Courses have flexible or blended learning options.
- Courses have flexible assessment options, where possible.
- Assessments practices enable fair, valid, reliable and authentic judgements of competence.
- Systematic monitoring, evaluation and continuous improvement is embedded and evidenced.

Definitions

The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2025.

Educational and support services may include, but are not limited to:

- pre-enrolment course information and materials,

Document Name:	AMS RTO Training Delivery Policy
Revision:	8
Amendment Date:	15-04-2026
Next Review Date:	15-04-2027
RTO Provider Code:	52413

Created by:	Sofia Toral
Peer Review:	Wendy Strada
Approved by:	Wendy Strada
Document Number:	PER-TRN-POL-0023
	Page 1 of 6

- mentoring and support for learners, provided by the AMS Training team,
- language, literacy and numeracy (LLN) support and referrals,
- equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity,
- information and communications technology (ICT) support,
- learning materials in alternative formats, where possible,
- learning and assessment programs contextualised to a workplace, and
- any other services that the RTO considers necessary to support learners to achieve competency, while meeting the requirements of the Standards for Registered Training Organisations (SRTOs).

Industry means the bodies that have a stake in the services provided by RTOs. These can include, but are not limited to:

- enterprise/industry clients, e.g. employers,
- industry regulators,
- industry skills councils or similar bodies, and
- unions.

Industry engagement may include, but is not limited to, strategies such as:

- partnering with local employers, regional/national businesses, and relevant industry bodies,
- involving employer nominees in industry advisory committees and/or reference groups,
- embedding staff within enterprises,
- networking in an ongoing way with industry networks, peak bodies and/or employers,
- developing networks of relevant employers and industry representatives to participate in assessment validation, and
- exchanging knowledge, staff, and/or resources with employers, networks and industry bodies.

Scope of registration means the training products for which an RTO is registered to issue AQF certification documentation.

Training and assessment strategies are the approach of, and method adopted by, an RTO with respect to training and assessment designed to enable learners to meet the requirements of the training package or accredited course.

Training Package means the components of a training package endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages.

Training Product means AQF qualification, skill set, unit of competency, accredited short course and module.

Document Name: AMS RTO Training Delivery Policy
Revision: 8
Amendment Date: 15-04-2026
Next Review Date: 15-04-2027
RTO Provider Code: 52413

Created by: Sofia Toral
Peer Review: Wendy Strada
Approved by: Wendy Strada
Document Number: PER-TRN-POL-0023
Page 2 of 6

1 Policy Principles

1.1 Underpinning Principles

- a) Training and assessment strategies are developed for all nationally recognised training products (also refer to AMS RTO Training and Assessment Strategy Policy).
- b) Training delivery modes and methods are determined and developed in consultation with industry during development phase of training programs.
- c) Training and assessments are conducted in accordance with the documented Training and Assessment Strategy.
- d) AMS will support flexible delivery modes for the courses it offers, including on and off the job, distance and blended learning approaches.
- e) Various instructional/delivery methods may be deployed for the delivery of training programs, including (but not limited to):
 - trainer presentations and teaching,
 - audio/visual presentations,
 - demonstrations,
 - group discussions,
 - individual and/or group activities,
 - hands-on activities, skills practices and role plays,
 - individual training using workplace environment and projects.
- f) A general philosophy is that a majority of the learning and assessment is to be integrated into the learner's workplace.
- g) Students will be able to enrol in individual units of competency to meet their specific needs, if required. A specific delivery mode will be determined in each case.

1.2 Modes of Delivery

There are typically four modes of delivery that may be incorporated into our courses (depending on student needs):

1.2.1 Facilitator/Trainer Led (Classroom)

This mode of delivery suits students with limited prior experience with the course content and performance requirements. Students are provided with access to subject matter experts, who are qualified trainers and assessors. They will receive a full set of learning and assessment resources to work with during their course.

This is a full delivery model whereby the trainer teaches subject matter content to students as they progress through the skill set, in accordance with the requirements of the Training Package requirements. This trainer-led delivery mode has the advantage of providing a focussed, controlled environment for acquiring the skills and knowledge necessary.

Document Name: AMS RTO Training Delivery Policy
Revision: 8
Amendment Date: 15-04-2026
Next Review Date: 15-04-2027
RTO Provider Code: 52413

Created by: Sofia Toral
Peer Review: Wendy Strada
Approved by: Wendy Strada
Document Number: PER-TRN-POL-0023
Page 3 of 6

The learning environment is interactive with students engaging in group discussions and practical activities. Students are provided with theory questions to demonstrate their competency, and checklists (completed by the assessor) are used for most practical activities. Students are given the opportunity to practise the application of knowledge and skills during the course. Group activities allow the application of learning to a variety of situations.

Self-paced research opportunities (before/after the course) ensure students to develop their learning further and make it relevant to their particular circumstances or their workplace.

1.2.2 Self-Paced Learning/Online

This is a self-paced learning approach whereby students receive a full set of learning and assessment resources online and work through at their own pace. Students have access to industry professionals who are qualified trainers and assessors.

Assessments may include automated components; however, final assessment decisions are reviewed and confirmed by a qualified trainer and assessor.

1.2.3 Assessment Only - Recognition of Prior Learning

This mode of delivery suits students who have had extensive exposure and evidence in an aviation workplace. Where students choose an assessment only mode, they receive full set of self-assessment resources and an RPL evidence guide.

As there is **no learning** associated with this assessment model. Trainer support and learning materials are not applicable for this mode. (See Recognition Policy and Procedure)

1.2.4 Blended Learning

A combination of the above modes of delivery can be put in place to suit the needs of students. These are negotiated and agreed with students on an individual basis.

1.3 Workplace Training and Evidence

Students are encouraged to complete workplace projects in most of our courses; to demonstrate they have transferred their skills into a real work environment. If a student is not currently employed within the aviation industry, they are encouraged to seek work experience prior to their enrolment so they can complete any and post-course assessments.

AMS will:

- ensure students are advised of all course requirements, including assessment requirements,
- encourage students to remove confidential information and/or use fictitious names/details on workplace documentation they are submitting as part of an assessment process, to ensure confidentiality of sensitive information.
- sign a workplace confidentiality agreement with workplaces/employers, if required,

Document Name:	AMS RTO Training Delivery Policy
Revision:	8
Amendment Date:	15-04-2026
Next Review Date:	15-04-2027
RTO Provider Code:	52413

Created by:	Sofia Toral
Peer Review:	Wendy Strada
Approved by:	Wendy Strada
Document Number:	PER-TRN-POL-0023
	Page 4 of 6

- respect the privacy, confidentiality and commercial sensitivity requirements of any site-based training locations and businesses,
- ensure it has permission from the workplace management for the conduct of training and assessment in the workplace environment,
- ensure students are informed of any requirement to interview workplace managers or colleagues, and that this is approved by the parties involved,
- ensure the confidentiality of individuals who may be involved in any workplace interviews,
- ensure their trainers and assessors receive relevant site inductions prior to entering a workplace, in consultation with site management.

1.4 Training and Assessment Resources for Trainers and Assessors

AMS provides the following resources to trainers and assessors for the delivery of training:

- Session plans,
- Training and assessment strategies,
- Marking guides,
- Courseware (training and assessment resources), including PowerPoint presentations.

Resources provided contain the relevant information for a trainer to deliver training and meet the unit/s of competency (where applicable).

AMS provides the relevant facilities and equipment required as per the training and assessment strategy, to accommodate the number of learners.

1.5 Conducting Training

The degree to which learning occurs depends on how the student interacts with their learning environment. The environment usually consists of the trainer, training materials, other learners, as well as the physical and psychological atmosphere.

Trainers are required to:

- Deliver courses in accordance with the Training and Assessment Strategy for the applicable course,
- Use the resources provided, giving particular attention to their functions in relation to the learning process,
- Manage students and the learning environment while conducting a course,
- Guide, inspire and supervise students so that they attain their learning outcome,
- Encourage students to be responsible for their own learning. Controlling the learning activity enables the trainer to monitor the progress of the learning experience,
- Ensure all course documentation is fully completed and returned to AMS administration staff within five (5) business days of the course completion date.

Document Name: AMS RTO Training Delivery Policy
Revision: 8
Amendment Date: 15-04-2026
Next Review Date: 15-04-2027
RTO Provider Code: 52413

Created by: Sofia Toral
Peer Review: Wendy Strada
Approved by: Wendy Strada
Document Number: PER-TRN-POL-0023
Page 5 of 6

Other trainer functions include (but are not limited to):

- Assess the training room and/or area for safety hazards, at the start of each day (prior to student arrival).
- Layout the learning environment, ensuring it is safe and conducive to learning.
- Consulting with AMS management and administration regarding training policies and procedures.
- Monitoring and reporting training progress and success, using the appropriate methods.
- Monitoring and reporting on a student's readiness for assessment.

1.6 Premises, equipment and facilities

- AMS will ensure that students have access to sufficient facilities and equipment required to accommodate the number of students and the effective completion of training and assessment.
- If a hazard or significant disturbance is identified immediately prior to or during training delivery, training will only continue if there is no safety risk. Otherwise, training will be re-scheduled.
- All equipment is to be checked and tested prior to training delivery, to ensure that it is operational and safe. If equipment failure occurs, training should continue only if it is safe to do so. Alternative arrangements for replacement of equipment should be put in place where practical to do so.

2 Responsibilities

2.1 AMS Trainer Assessors

AMS will only engage appropriately qualified trainers and assessors for the delivery of training and assessment services, in accordance with the Standards for RTOs 2025, including Schedule

3 Access & Equity

The AMS Access & Equity Policy applies.

4 Records Management

All documentation from Training Delivery processes is maintained in accordance with Records Management Policy.

5 Monitoring and Improvement

Training delivery practices are monitored by the Training Manager with evidence-based self-assurance activities, risk management, learner feedback analysis and outcome tracking used to drive continuous improvement.

Document Name: AMS RTO Training Delivery Policy
Revision: 8
Amendment Date: 15-04-2026
Next Review Date: 15-04-2027
RTO Provider Code: 52413

Created by: Sofia Toral
Peer Review: Wendy Strada
Approved by: Wendy Strada
Document Number: PER-TRN-POL-0023
Page 6 of 6