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RTO Works  
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Business Works is a series of training and assessment resources developed for qualifications within the Business Services Training Package.

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| Student name: |  |
| --- | --- |
| Assessor: |  |
| Date: |  |
| Organisation you are basing this project on: |  |
| Relevant qualification, skill set or unit: |  |

| A close up of a logo  Description automatically generated | **Section 1: Evaluation and planning** |
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| Describe the organisation and the course you are basing this project on. |  | |
| --- | --- | --- |
| Describe the cohort of learners you are basing this project on. |  | |
| Provide an overview of current training and assessment practices.  *What learning materials are being used?*  *What training techniques are being used?*  *What assessment methods are being used?*  *What other resources and equipment are being used?*  *How is technology currently being used?*  *You will need to attach the current Training and Assessment Strategy (TAS) as part of your evidence.* |  | |
| How are you going to conduct observations and an analysis of your learner cohort?  This must include:  *Their interests, abilities, relationships and any contextual needs.*  *Their unique learner styles and how appropriate the current learning methods are for them.*  *This will involve data collection and building learner profiles.*  *Attach your evidence once you have completed your observations and evaluations.* |  | |
| Evaluation of advances in learning practices  *What advances in practice have you researched?*  *How do these advances specifically apply to the course you are basing this project on?*  *How these are being implemented by other organisations.*  *List your sources.* |  | |
| Evaluation of technology  *What is the role of technology in this industry area?*  *What is the impact of new technologies on learners and training techniques and how this could be incorporated into your learning environment?* |  | |
| Provide an evaluation for how new learning practices can be introduced for your chosen course and cohort in a way that will ensure learning practice still reflects the qualification requirements.  What are the requirements that must be met and how can you ensure this when introducing changes? |  | |
| Why should changes be incorporated?  When was the strategy last reviewed and why is there a need to review and challenge existing practices? |  | |
| Planning  *Summarise the changes you are going to make to learning practice for the current course along with your reasons why you have chosen to this.*  *Include details of how you have considered:*   * *Learner styles, needs and preferences* * *Technology* * *Advances in contemporary practice* * *Qualification requirements.*   *Make a copy of the TAS and work your changes into the copy.*  *Attach as evidence.* |  | |
| Attach:Paperclip | Current Training and Assessment Strategy (TAS) | ☐ |
| Evidence of observations and data collection – analysis of learners and their needs (videos, surveys, learner profiles you have developed etc.) | ☐ |
|  | Revised Training and Assessment Strategy (TAS) | ☐ |

| A close up of a logo  Description automatically generated | **Section 2: Testing and advocating** |
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| Testing approaches used  *Outline how you tested changes to learning practice based on your planning in Section 1.*  *Include details of testing and trials that took place, participants, timeframes, successes and failures.*  *Attach evidence of testing conducted (videos, documentation, modified resources etc.)* |  | |
| --- | --- | --- |
| Discuss the resources you used during this phase.  *How did you source them and how did you ensure they were available?* |  | |
| Results  *Summarise the results of your testing and what you’ve learned.*  *How was the learning improved? What were the comments of the trial participants?*  *Attach evidence (surveys / feedback forms / data collection)* |  | |
| *Advocacy*  *Outline how you advocated for improved learning practice and acted as a mentor to your colleagues.*  *How did you share your knowledge and experience with others to develop improved practice?*  *Attach evidence.* |  | |
| Attach:Paperclip | Evidence of testing (videos, documentation, modified resources etc.) | ☐ |
| Evidence of results (surveys/data/graphs/feedback) | ☐ |
| Evidence of advocacy and mentoring (article, blog, vlog, video, presentation etc). | ☐ |