

Policy Name	LEARNING AND TEACHING POLICY
Policy Number	V006_PO_VET
Purpose	This policy commits the Whitehouse Institute of Design, Australia (Whitehouse) to excellence in learning and teaching.
Scope	This policy applies to all Whitehouse staff involved in the administration and delivery of all vocational education (VET) and training qualifications and courses delivered by Whitehouse.
Policy Statement	In the implementation of this policy, the Whitehouse Executive will monitor systems and processes that support quality teaching and facilitate learning by ensuring that: • Courses are delivered in compliance with ASQA's Standards for Registered Training Organizations (RTOs) • Training and assessment are delivered by appropriately qualified and experienced staff who provide engaging learning experiences • All trainers and assessors undertake relevant professional development on a continual basis • Training products delivered at Whitehouse are relevant and current • Training and assessment strategies and practices are developed for each training product and regularly monitored, reviewed and improved • Students are assessed against ASQA's principles of assessment and rules of evidence. • A range of strategies are in place for industry engagement to ensure industry relevance • Student feedback is systematically sought and used to develop and implement improvements to teaching and assessment practice and the learning environment • Students have access to resources to support quality learning, and • Students have access to relevant and sufficient support services.
Relevant Legislation	• Standards for Registered Training Organisations (RTOs), 2025 • Australia Qualifications Framework (AQF) • National Vocational Education and Training Regulator Act 2011
Key Related Documents	Learning and Teaching Procedure (VET) Code of Conduct (Staff) Employment Policy (Staff) Academic Freedom and Freedom of Speech policy and procedure (VET) Professional Development policy and procedure Access and Equity (Staff) policy and procedure Student course handbooks
Definitions	The following definitions apply for the purpose of this Policy: Industry Engagement: may include, but is not limited to, strategies such as:

	a) partnering with local employers, regional/national businesses, relevant industry bodies and/or enterprise RTOs b) involving employer nominees in industry advisory committees and/or reference groups c) networking in an ongoing way with industry networks, peak bodies and/or employers d) developing networks of relevant employers and industry representatives to participate in assessment validation, and e) exchanging knowledge, staff, and/or resources with employers, networks and industry bodies. Training and Assessment Strategies and Practices: 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 qualification or accredited course. Training Product: means AQF qualification, skill set, unit of competency, accredited short course and module.
Responsible Officer	Executive Director or delegated Senior Executive Management Committee member.
Approval Authority/ Authorities	Board of Governors
Date Approved	20/12/2023
Date of Commencement	21/12/2023
Date for Review	20/12/2026
Documents superseded by this Procedure	012 -Learning and Teaching Policy
Amendment History	05/2026 Minor update to text (scope and policy statement) Checked and updated URLs, Relevant legislation and Key documents sections. 12/2023 Re-approval. Updated list of Key related documents; definitions and links/URLs. 09/2018 Policy and procedure separated and re-written to better align with vocational education delivery 11/2016 Policy and Procedures separated, and HE and VET documentations separated 11/12 Changed formatting

	Significant adjustments and inclusions to policy wording - material changes		
	19/09/2012		
	Approved and effective		
Signed and dated for Whitehouse Institute Pty Ltd		Leanne Whitehouse	20 12 2026
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Vocational Education and Training (VET)
Stakeholders	Whitehouse Executive Management VET Trainers Assessors Administration Support Staff Students