

Procedure Name	LEARNING AND TEACHING PROCEDURE
Procedure Number	V006_PR_VET
Purpose	This procedure details Whitehouse Institute of Design, Australia (Whitehouse) practices that facilitate excellence in vocational education and training learning and teaching.
Scope	This procedure applies to all Whitehouse staff involved in the administration and delivery of all vocational educational and training (VET) education courses delivered by Whitehouse.
Procedure	The following practices are intended to support quality teaching and facilitate learning: • Training and assessment must be delivered by staff who have: ○ vocational competencies at least to the level being delivered and assessed ○ current industry skills directly relevant to the training and assessment being provided ○ current knowledge and skills in vocational training and learning that informs their training and assessment, and ○ the training and/or assessment credentials specified in the <i>Standards for Registered Training Organisations (RTOs) 2025</i> or are under the supervision of a person with the appropriate credentials as specified in the Standards. Whitehouse recognises that the effectiveness of learning and teaching is dependent on shared commitment, action and partnership between trainers and learners. Whitehouse encourages students and staff to engage in learning and teaching through enquiry, collaboration, discussion and interaction. Teachers know and use a variety of appropriate and effective learning and teaching approaches and strategies and engage learners by using material that is current, relevant, accurate and appropriate to the course content and the individual student's needs. • All trainers and assessors at Whitehouse are required to undertake ongoing professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment • Training products delivered at Whitehouse must be current: ○ when a training product on the Whitehouse scope of registration is superseded: – all learners' training and assessment must be completed, and the relevant AQF certification document issued - or – learners must be transferred into its replacement, within a period of one year from the date the replacement training product was released on the National Register. ○ when a training product on the Whitehouse scope of registration is no longer current and has not been superseded, all learners' training and assessment must be completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed from the National Register.

	○ when a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register. ○ when a training product has been removed or deleted from the National Register no learner should commence training in that product. • Training and assessment strategies and practices must be developed for each training product, as prescribed in the <i>Whitehouse Assessment Procedure</i>, and must be regularly monitored, reviewed and improved. • A range of industry engagement strategies must be implemented to ensure industry relevance about the learning experience and to maximise ongoing learning and employment opportunities upon course completion • Student feedback is systematically sought and used to develop and implement improvements to teaching practice and the learning environment: ○ Whitehouse participates in the NCVER VET Student Experience Survey ○ Whitehouse may also conduct internal student surveys to elicit feedback from students ○ Teachers seek feedback from learners in the classroom to identify and implement improvements to teaching and assessment. • Whitehouse supports student learning by providing learners with access to facilities, equipment and learning materials that are relevant to the course content and current industry practice • Learners who indicate they need access to learning support services, including counseling, and language support should be referred to relevant providers. Depending on the support services required support may be provided by Whitehouse staff or by external providers.
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 Policy (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: Australian Skills Quality Authority (ASQA): is the national regulator for the vocational education and training (VET) sector. Registered training organisations (RTOs) in the Australian Capital Territory, New South Wales, the Northern Territory, Queensland, South Australia and Tasmania come under ASQA's jurisdiction. ASQA is also the regulatory body for some RTOs in Victoria and Western Australia that offers courses to overseas students or to students in states that come under ASQA's jurisdiction.

	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 Procedure 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