

How to complete a workplan		
Essential Task	Why	Business Rule
Complete annual Teacher Work Plan	It is important to understand your role and responsibilities as a teacher and it is a requirement of the Multi Employer Agreement (MEA).	Must be completed in December and signed (by your Manager) by March each year.
Setting up for teaching		
Essential Task	Why	Business Rule
Read and understand the Training and Assessment Strategy (TAS) and Delivery and Assessment Schedule (DAS) for your course	It is important that you understand the planned delivery, assessment and resources for the units you are teaching. Teaching delivery and assessment must align with the TAS and DAS.	The TAS and DAS are critical documents that detail how unit/s and the course is taught. The TAS and DAS are stored on the Teaching area's Sharepoint or G Drive for access by all teaching staff.
Ensure training delivered matches the relevant training plan, TAS and DAS	Students and employers plan their lives around our timetables and need to understand changes well in advance to make arrangements.	All changes to a student enrolment/Training Plan must be reflected in a revised training plan and agreed with the student.
Prepare all learning and assessment resources in accordance with BHI academic quality requirements	Failure to plan and prepare or not complete documentation breaches the Standards for RTO's and the VET Funding Contract and has serious implications for the institute.	Resources including Assessor Guide, Learning resources, Assessment tasks, Assessment development tool (ADT) and Unit Plan must be available for the unit and uploaded into StudentWeb before teaching commences.
Provide each student with an individual or group training plan. The timetables are located as "My personal timetable" in Student Web	Students should be provided with all the required information about their training prior to the commencement of their course or unit so that they can be fully informed and prepare for success.	The individual or group training plan needs to be prepared before the first class of each course unit or cluster of units and provided to the students.
Ensure students are fully enrolled before commencing class	BHI are not covered by insurance and students cannot have an Evidence of Participation (EOP) entered which can cause VET funding issues and rejects.	Students must be fully enrolled before attending class.
Evidence of Participation (EOP)		
Essential Task	Why	Business Rule
Record students start date on the actual date the student commences	Our reporting of the start date in CI Anywhere triggers the commencement date for reporting to the Government for that competency standard. If data is incorrect or late it may negatively compromise the total funds flowing to the enrolment for that unit.	An entry must be made in CI Anywhere, the electronic attendance register or paper based attendance register on the first day of delivery.
Ensure any paper based learning and assessment resources contain information required for EOP	We need to ensure that our records will provide valid evidence of student engagement that supports our reported training. If records do not contain the required information it can result in repayment of funds to the Victorian Government.	All student work and records must include student name, student ID, unit code and date. Assessments must also include signatures of student and teacher.
Record students' continuing attendance against units in CI Anywhere, the electronic attendance register or the paper based attendance register	Students missing consecutive classes may need assistance to re-engage. The attendance roll may be used as evidence of participation and can be called upon by authorities such as Centrelink and the Police	Attendance must be recorded on the day the attendance occurs for every attendance.
Maintain full records of each student's engagement in approved BHI record system (i.e. StudentWeb)	The institute is required to retain copies of evidence of attendance, student work and assessments.	All information is stored in the approved format (paper based, if not submitted via Moodle) and updated to reflect ongoing participation.
Collect student work (formative assessment) to track engagement and ensure understanding	Provides a mechanism to measure a student's learning in the subject. Provides alternative EOP.	Conduct at least one piece of student work (formative assessment) in the first few weeks of each unit
Learning design and engagement strategies		
Essential Task	Why	Business Rule
Engage and retain students using a variety of engagement strategies	Students remain engaged if learning meets their needs. Having a variety of engagement methods will increase student satisfaction and engagement, reduce withdrawals and maintain class size.	Session planning to include a variety of learning experiences and methods to meet different learning preferences.
Supporting Students		
Essential Task	Why	Business Rule
Monitor attendances	Students have greater success if they attend regularly and engage with the unit. Monitoring engagement and promptly contacting students who disengage can positively affect student success. Funding for the enrolment is negatively impacted if students withdraw and if reporting withdrawals is delayed.	Students who have missed two (2) consecutive classes must be escalated via your business department process to establish appropriate academic intervention and support strategies to minimize risk of withdrawal and/or insufficient participation in the unit.
Support students and address student issues	Teachers are frontline for helping students achieve success. This may mean referring specialists, managing student behaviour, or responding to appeals against assessment decisions or complaints. There is an ASQA requirement to offer language, literacy and numeracy support to students.	It is vital to understand the student code of conduct, assessment appeals and student complaints processes and referral support services.
Attendance expectations	This practice maximises teaching time and allows effective curriculum coverage and students' learning needs. It sets a positive tone, demonstrating respect for students' time, establishes a routine, and models professionalism, fostering a conducive learning atmosphere while building student accountability	Ensuring punctual class starts and adhering to the timetable structure is crucial to optimise course delivery
Student feedback		
Essential Task	Why	Business Rule
Facilitate collection of student feedback	BHI collects feedback from students and employers using formal surveys and informal class surveys. All feedback is valuable to allow us to understand how to improve our services.	Notifying students when the Student Satisfaction Survey is live and encourage them to participate. Drawing student attention to the unit evaluation on each StudentWeb shell that allows them to provide feedback on the unit or cluster.
Student One		
Essential Task	Why	Business Rule
Assess student work and provide feedback in a timely manner	Improves student satisfaction and understanding and also ensures timely reporting of the end of unit resulting. Effective feedback greatly enhances student engagement and learning.	Assessment task feedback and results must be provided within 14 days of submission by the student.
Enter student results in StudentOne	Students are eager to see their results. Employers expect to see progress in real time. Failure to record results will compromise the funding for enrolment in the competency standard. Delays can reduce total unit funds and may result in zero funds when there are lengthy delays in entering the data.	Results must be entered in StudentOne within five (5) working days of final assessment outcome for the unit.
AQF Certification documentation	Certificates must be issued within 30 days of completion of studies. Failure to do so is a breach of the Standards for RTOs and the VET Funding Contract. Students need their certificates to start work .	Submit appropriate Application for Award for each student within 10 business days after the final successful assessment for your course to the Awards Approval Officer in your teaching area.
Reporting and processing withdrawals		
Essential Task	Why	Business Rule
Promptly record informal withdrawals from units where no attendance has taken place	Accurately managing student numbers can enable classes to be topped up or merged leading to better student experience.	When a student has never attended a unit/course and 28 days have elapsed since the unit commenced, please reach out and confirm this student is not returning and complete the unit / course withdrawal form and submit to your Manager/Coordinator.
Apprenticeships and traineeships		
Essential Task	Why	Business Rule
Ensure additional requirements for Apprentices and Trainees are met	Poor employer relations lead to lower satisfaction reports and reduced student returns and referrals. It's a requirement of the VET Funding Contract.	Apprentices/Trainees have additional requirements for all obligations, including advising employers of attendance and progress competency based completion and sign off apprenticeship completion.
Trainer and Assessor requirements and Educator Passport		
Essential Task	Why	Business Rule
Maintain and document competency and currency to teach	Training can only be delivered by qualified and current teachers. BHI is at risk of non compliance if unqualified teachers are teaching or assessing or currency and evidence of teaching and industry qualifications is not provided.	Educators must maintain Professional (Teaching and Assessing) and Vocational Currency using the Educator Passport requirements per teaching time fraction.
The VET Funding Contract and other regulations, understanding the Standards for RTOs		
Essential Task	Why	Business Rule
Understanding the VET Funding contract and Standards for RTOs	It is important that you understand your role as a Professional Educator in meeting the requirements of the VET Funding Contract and the Standards for RTOs.	The standards for RTOs and the VET Funding Contract, must be read and understood, including any updates or changes.