

# CHECKLIST OF GOOD PRACTICE FOR RTOs WORKING WITH OLDER LEARNERS

1. *DO WE* work in partnership with employers to ensure that all employees, regardless of age are encouraged to participate in training, learning and development opportunities for the full course of their working lives?

YES  NO

2. *DO WE* take every opportunity to encourage workers and intending workers to recognise that skilling is of critical importance for the whole of their working lives?

YES  NO

3. *DO WE* work together with managers and learners to have a strong focus on:

- flexible pathways to extend skills and learning, including on-the-job learning, coaching and structured training opportunities
- short modules
- full recognition of prior learning?

YES  NO

4. *DO WE* design all learning experiences for older workers in such a way that recognises the richness of their life and work experiences?

YES  NO

5. *DO WE* recognise that some learners may lack confidence or feel apprehensive in returning to learning and provide learning opportunities that are sensitive to those circumstances?

YES  NO

6. *DO WE* work to dispel negative stereotypes about older learners through the promotion of positive case studies and encouraging older learners to share their experiences?

YES  NO

7. *DO WE* market learning opportunities for older learners?

YES  NO

8. *DO WE* measure the participation rate of older learners to ensure that they are not being overlooked when training opportunities are present?

YES  NO

**NOTE:** If, as training professionals, you consistently demonstrate your adherence to good practice for older workers, you should advertise this fact to your customers.