

# Assessment Policy

## 1. Purpose

All-Ways Training Services (AWTS) is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs). As such, AWTS is required to implement an assessment system that ensures assessments (including recognition of prior learning) are fit for purpose while also complying with the assessment requirements of the training products listed on its scope of registration.

This policy ensures AWTS assessment practices comply with SRTOs, provides AWTS assessors with clear information on assessment processes and evidence requirements, and ensures that assessments are conducted in accordance with the principles of assessment and rules of evidence.

## 2. Policy Statement

AWTS offers assessment opportunities to all enrolled students. AWTS is committed to ensuring that all assessment is conducted in a fair and equitable manner, meeting the requirements of the relevant training package, industry expectations and standards.

AWTS applies flexible assessment options, which recognise the diversity of individual student needs and circumstances, facilitating, wherever possible, the realisation of their learning and vocational goals.

AWTS ensures that:

- all assessment options and processes follow competency-based assessment and training package requirements;
- all assessments ensure the integrity of the VET system;
- assessments comply with the Principles of Assessment (POA) as prescribed in the SRTOs;
- all evidence submitted for assessments is assessed in accordance with the Rules of Evidence (ROE) as prescribed in the SRTOs; and
- all assessments are conducted by individuals who meet the necessary requirements as noted in the SRTOs.

## 3. Definitions

### 3.1 The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs):

**Assessment** means the process by which an NVR registered training organisation, or a third party delivering services on its behalf, collects evidence for the purposes of determining whether a VET student is competent to perform to the standard specified in the training product.

**Assessment judgement** means a determination of whether competency has been achieved by a VET student consistent with the training product and SRTOs.

**Assessment system** is a coordinated set of documented policies, procedures and assessment tools designed to ensure that assessment, including recognition of prior learning, produces consistent and valid judgements of VET student competency and meets the requirements of the SRTOs, based on the Principles of Assessment and the Rules of Evidence.

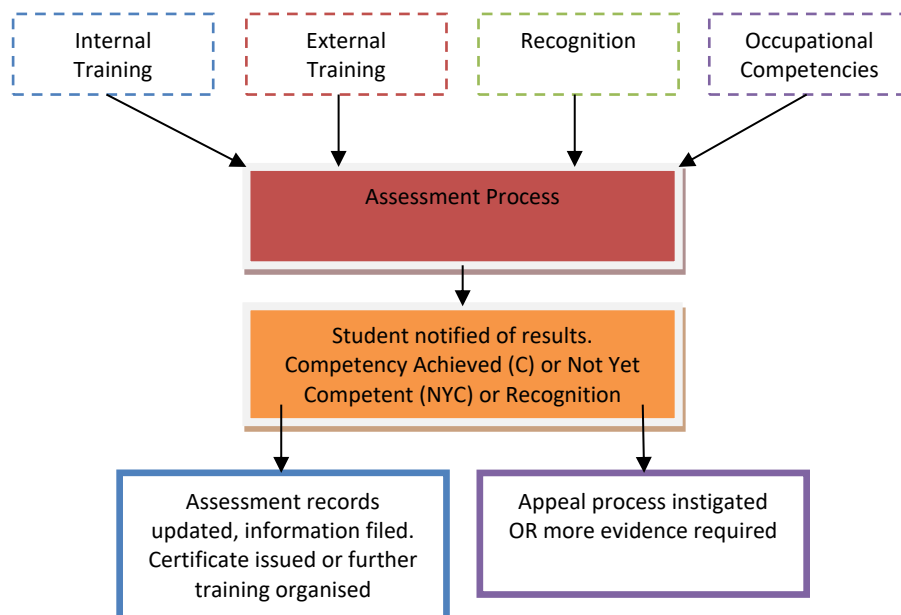
**Recognition of Prior Learning (RPL)** means an assessment process that involves assessment of an individual’s relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product.

## 4. Policy Principles

### 4.1 Underpinning Principles

- a) Competency based assessment is a system of collecting evidence, about a person’s performance to a pre-set competency standard with emphasis placed on what a person can do (the outcome) rather than comparing a person’s achievement to others. There is no concept of pass or fail, only competent (C) or not yet competent (NYC). The training is focused and allows for greater participation of the student in the assessment process.

#### The Assessment Model



- b) Assessment modes may include:

- i. Practical tasks
- ii. Knowledge based written tests
- iii. Verbal discussions
- iv. Recognition of Prior learning (RPL)

- c) Evidence gathering methods commonly used by AWTS may include, but are not limited to:

- i. Demonstration
- ii. Documentation

- iii. Questioning
  - iv. Simulation
  - v. Written assessments.
- d) Assessment is carried out in accordance with the requirements of the relevant training package, in a consistent and timely manner, to ensure that learning has taken place and that students can demonstrate the knowledge and skills required to confirm competency.
- e) All assessments will be recorded in accordance with AWTS Records Management Policy and procedures using appropriate documentation and a Student Management System (SMS).
- f) Assessment outcomes will be recorded and securely maintained in both electronic and manual systems.
- g) Feedback is provided to students and includes the assessment outcome and guidance for further learning and assessment (as appropriate).

#### **4.2 Special Considerations**

- a) Students who experience unforeseen circumstances or have special needs that affect their performance in an assessment, may be eligible to apply for special consideration and reasonable adjustment to assessment.
- b) Special consideration may apply to students who, experience one of the following circumstances during training or assessment:
- i. Serious illness or psychological conditions for example, hospital admission, serious injury, severe anxiety or depression (requires doctor's certificate).
  - ii. Bereavement.
  - iii. Hardship/Trauma for example, victim of crime, sudden unemployment.
  - iv. Other exceptional circumstances (to be assessed on application).
- Students wishing to apply for special consideration in the above circumstances may do so by discussing their circumstances with AWTS.
- c) Approved applications for special consideration may be subject to one of the following outcomes:
- i. Deferred Assessment (not more than 3 months);
  - ii. Additional assessment;
  - iii. No action;
  - iv. Withdrawal from course without penalty;
  - v. Resubmit/reassessment; or
  - vi. Opportunity to recommence course, dependent on availability on another date.

#### **4.3 Reasonable Adjustments to assessment**

- a) Students have the right to apply for and receive adjustment to assessment activities to accommodate individual/special needs.

- b) Adjustments to assessment cannot compromise the integrity of assessment, elements and performance criteria of the unit of competency.
- c) Adjustments to assessment will not provide an unfair advantage/disadvantage to students.

#### 4.4 Reassessment

Students who do not meet the requirements of any assessment are to be reassessed as per the Assessment Procedure during the course.

Students who are unable to demonstrate competency after reassessment during a course, will be offered reassessment at a later date, subject to the following conditions:

- a) reassessment must take place within 3 months of the original start date of the course;
- b) a reassessment fee will apply (details available within the Student Handbook under Course Fees);
- c) reassessment dates will be set as per trainer availability.

Reassessments at a later date will be conducted as per the Assessment Procedure.

#### 4.5 Principles of Assessment

Assessments are conducted in accordance with the Principles of Assessment as prescribed in the SRTOs. Below is an excerpt from the SRTOs:

<b>Fairness</b>	Assessment accommodates the needs of the VET student, including implementing reasonable adjustments where appropriate and enabling reassessment where necessary.
<b>Flexibility</b>	Assessment is appropriate to the context, training product and VET student, and assesses the VET student’s skills and knowledge that are relevant to the training product, regardless of how or where the VET student has acquired those skills or that knowledge.
<b>Validity</b>	Assessment includes practical application components that enable the VET student to demonstrate the relevant skills and knowledge in a practical setting.
<b>Reliability</b>	Assessment evidence is interpreted consistently by assessors and the outcomes of assessment are comparable irrespective of which assessor is conducting the assessment.

#### 4.6 Rules of Evidence

Assessments are conducted ensuring compliance with the Rules of Evidence (ROE) as prescribed in the SRTOs. Below is an excerpt from the SRTOs:

<b>Validity</b>	Assessment evidence is adequate, such that the assessor can be reasonably assured that the VET student possesses the skills and knowledge described in the training product.
<b>Sufficiency</b>	The assessor is assured that the quality, quantity and relevance of the assessment evidence enables the assessor to make an informed judgement of

	the VET student's competency in the skills and knowledge described in the training product
<b>Authenticity</b>	The assessor is assured that a VET student's assessment evidence is the original and genuine work of that VET student.
<b>Currency</b>	The assessment evidence presented to the assessor documents and demonstrates the VET student's current skills and knowledge.

#### 4.7 Assessor Requirements

- (a) Training and assessment is only delivered by persons who hold the appropriate credentials for the delivery of training and assessment as specified in the Credential Policy.
- (b) Due to the nature and duration of the courses we deliver, we elect not to deliver any training or assessment with "under direction" trainers. All AWTS trainers will be signed off according to the Onboarding New Trainers Policy.
- (c) We ensure that all trainers and assessors undertake continuing professional development to maintain current skills and knowledge in training and assessment, including skills and knowledge relating to engaging and supporting VET students.

#### 4.8 Assessment Resources

- a) Assessment resources are developed in consultation with industry. (See Training Strategies and Resources Policy)
- b) Assessment tools are the resources used by assessors to identify and record the skills and knowledge students must demonstrate to be deemed competent in a unit/module. Assessment tools are crucial for the accurate and consistent assessment of students against competency standards.
- ↻ Assessment tools are required as evidence of assessment and the original document/s must be retained as proof of the assessment decision, for a minimum period of 24 months.
- d) Assessment tools consist of:
  - i. Instructions for students
  - ii. Instructions for assessors
  - iii. Assessment instruments
  - iv. Assessment marking guides
  - v. Assessment outcome/results sheets

#### 4.9 Assessment Validation

AWTS assessment policies, processes, resources and outcomes are validated according to the Validation Program (See Validation Policy)

#### 4.10 Assessment Marking

- a) Assessments are not graded.
- b) Assessments are assessed/marked in order of course completion date.
- c) When marking assessments, Assessors will make comments and provide genuine feedback for the assessment.

- d) We aim to notify all students of their assessment outcomes before the end of the last day of their course, but always within two (2) weeks of course completion.

#### 4.11 Assessment Decisions and Outcomes

- a) Assessment outcomes are recorded as one of the following:
  - i. **Competent (C)** - Students are deemed 'competent' when they have consistently demonstrated their skills and knowledge to the standard required in the workplace, for a full unit/module.
  - ii. **Not Yet Competent (NYC)** – Students are deemed 'Not Yet Competent' when they are unable to/have not demonstrated appropriate levels of competence in accordance with the minimum performance standards for a full unit/module.
- b) Students assessed as 'Not Yet competent' shall receive feedback and guidance from the Assessor, and may be required to undergo further training before re-assessment.

#### 4.12 Assessor Code of Conduct

All AWTS assessors abide by code of ethics and practice issued by The National Council for Measurement in Education. The Code of Practice is based on following the international standards:

- a) The differing needs of students will be identified and handled with sensitivity
- b) Conflict of interest in the assessment process and/or outcomes are identified, and appropriate referrals made, if necessary
- c) All forms of harassment will be managed throughout the planning, conduct, reviewing and reporting of the assessment outcomes as per the Access and Equity Policy
- d) The rights of the student are protected during and after the assessment
- e) Personal or interpersonal factors that are not relevant to the assessment of competency must not influence the assessment outcomes as per the Complaints and/ or Appeals Policies
- f) The student is made aware of rights and processes of appeal
- g) Evidence that is gathered during the assessment is verified for validity, sufficiency, authenticity, and currency
- h) Assessment decisions for Knowledge Based Test (KBT) are based on available evidence that can be accessed and verified by another assessor
- i) Assessments are conducted within the boundaries of the assessment system policies and procedures
- j) Assessment tools, systems, and procedures are consistent with legislation such as equal opportunity
- k) Prior to the assessment the student is informed of all assessment reporting processes and all known potential consequences of decisions arising from the assessment
- l) Confidentiality is maintained regarding assessment results and results are only released with the written permission of the student
- m) The assessment results are used consistently with the purpose explained to the student
- n) Professional development opportunities are identified and sought by assessors
- o) Opportunities for networking among assessors are created and maintained with technical assistance in planning, conducting and reviewing assessment procedures and outcomes.

#### **4.13 Recognition of Prior Learning**

All students are offered access to Recognition of Prior Learning (RPL) upon enrolment, although in most cases, AWTS does not recommend RPL due to the nature of the short courses we offer. AWTS will be transparent with all students and clients about the RPL options available to each student and why RPL is or is not appropriate in each case. (See Recognition Policy).

#### **4.14 Plagiarism, Cheating and Collusion in Assessment**

- a) Plagiarism, cheating and collusion in assessment are expressly prohibited.
- b) Students cannot submit any piece of work for assessment that is not entirely their own work.
- c) Students cannot assist other AWTS students with assessed work.
- d) Students cannot accept assistance from other AWTS students with assessed work.
- e) Students cannot submit the same piece of work for assessment, as another learner/student of AWTS.
- f) All cases of plagiarism, cheating and collusion are treated as a serious matter and will be reviewed and treated on a case by case basis.
- g) Depending on severity and circumstances, penalties of plagiarism, cheating and collusion may include one or more of the following (i.e. sanctions may not be discrete):
  - i. Completion and resubmission of a new assessment task; and/or
  - ii. All parties receiving a “Not Yet Satisfactory” result for the assessment task; and/or
  - iii. Verbal or written warning; and/or
  - iv. Suspension or expulsion from the course.
- h) Student records will be noted with all investigated and proven incidents.
- i) All incidents will be reviewed by Compliance/RTO Manager.

### **5. AWTS Responsibilities**

#### **5.1 Director**

Director AWTS is responsible for ensuring assessments comply with the requirements of national training packages and the SRTOs, and that they are within the current scope of registration.

The Director AWTS must ensure the assessment process is open, structured, consistent and comprehensive incorporating feedback to the student on the outcomes of the assessment process, as well as information regarding the appeals procedure and guidance on other options.

The Director will ensure:

- a) All appointed and authorised assessors possess and maintain relevant qualifications and vocational competency in accordance with those required in SRTOs.
- b) Students are provided information on the assessment process prior to assessments being conducted.
- c) Assessors incorporate the principles of assessment including validity, reliability, flexibility and fairness when conducting assessments.
- d) Assessors apply the rules of evidence including validity, sufficiency, currency and authenticity when conducting assessments.

- e) An effective feedback mechanism is established and implemented to inform students of their assessment progress and results.
- f) An effective recording and reporting process of the units of competency completed, including the ability for students have obtain copies of their own records.
- g) Students have access to an open, equitable and transparent appeals process.
- h) Awards of qualifications are in accordance with RTO Scope of Registration as listed by TGA ([www.training.gov.au](http://www.training.gov.au)).
- i) Ongoing internal monitoring and validation of the assessment system for quality control checks.

## 5.2 Assessors

Assessors conducting assessment on behalf of AWTS will:

- a) Ensure they assess and judge a student's skills and knowledge against set standards, principles of assessment and rules of evidence.
- b) Ensure that the safety of the personnel involved in the assessment is maintained at all times.
- c) Ensure that assessment focuses on the application of knowledge and skills to the standard of performance required in the workplace and covers all aspects of workplace performance.
- d) Ensure the assessment process is open, structured, consistent and comprehensive incorporating feedback to the student on the outcomes of the assessment process, as well as information regarding the appeals procedure and guidance on other options.
- e) Interpret and understand the performance criteria and evidence requirements.
- f) Use appropriate assessment methods and materials, adhering to all relevant assessment marking guides and Training and Assessment Strategies.
- g) Make fair and objective judgements.
- h) Provide all relevant paperwork to administration for processing in a timely manner.

## 6. Appeals

Students have the right to appeal an assessment decision. (See Appeals Policy)

## 7. Access and Equity

Students have fair and equal rights to assessment. (See Access and Equity Policy)

## 8. Records Management

All completed assessment items for all students will be kept by AWTS for a minimum of 24 months.

All assessment outcomes will be recorded and kept for a period of 30 years.

All documentation from assessment processes are maintained in accordance with Records Management Policy. (See Records Management Policy)

## 9. Monitoring and Improvement

All assessment practices are monitored by the Compliance Team/RTO Manager of AWTS and areas for improvement identified and acted upon. (See Continuous Improvement Policy)