

ASSESSMENT POLICY

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1 PURPOSE

This purpose of the Assessment Policy and Procedure is to ensure Yarrowonga Mulwala Community & Learning Centre (RTO 21765) meet the assessment requirements of the training package using appropriate training and assessment processes that are based on the Principles of Assessment and the Rules of Evidence.

This policy and procedure support the following standards for Registered Training Organisations 2015:

- Standard 1.8

2 POLICY

All participants who undertake a qualification or training product that leads to a full or partial completion of a national qualification are assessed in accordance with the relevant training package requirements using the approved assessment tools developed and implemented by YMCLC.

YMCLC will offer Recognition of Prior Learning to its students to ensure that their needs are met, and assessment is fair and flexible.

YMCLC will issue to students whom it has assessed as competent in accordance with the requirements of the Training Package, a VET qualification or VET statement of attainment.

YMCLC will recognise AQF, and VET qualifications and VET statements of attainment issued by any other RTO.

3 PROCEDURE

In developing the Training and Assessment Strategy (TAS) and assessment tools for each qualification, YMCLC will ensure:

- Compliance with the assessment guidelines from the relevant Training Package or accredited course.
- Assessment leads to a qualification or statement of attainment under the Australian Qualifications Framework (AQF).
- Consultation occurs with industry stakeholders
- Students are informed about the training, assessment and support services to be provided, and their rights and obligations prior to enrolment
- Students are informed of the availability of Recognition of Prior Learning during their pre-training review
- Students are informed that qualifications issued by another RTO will be recognised provided the original qualification is presented or a copy can be verified by the issuing RTO

- Ensure that credit for qualifications issued by another RTO is authenticated either by checking USI website or contacting the RTO that issued the qualification.
- Inform all students that Assessments must be submitted by the due date, or an extension requested in writing on the appropriate Request for Extension form. Arrange for students to meet with the Trainer/Assessor and Training Manager if Assessments not submitted.
- Inform students that they may be withdrawn from the course, if following counselling by the Trainer/Assessor and Training Manager, they still fail to submit the required assessments.
- Inform all students of their right to appeal an Assessment decision according to the Appeals policy.
- Ensure assessment meets the needs of the individual.
- Undertake systematic validation and moderation of assessment in accordance with ASQA guidelines current at the time.
- Assessment complies with the principles of competency-based assessment and informs the student of the context and purpose of the assessment.
- The rules of evidence guide the collection of evidence to support the principles of validity and reliability.
- There is a focus on the application of knowledge and skills to the standard expected in the workplace, including skills for managing work tasks, contingencies, and the job environment (e.g., dress, communicating with supervisors, etc.).
- Training and assessment are developed in conjunction with industry.
- Timely and appropriate feedback is given to students.
- Are version controlled.
- Assessment complies with YMCLC's Access and Equity policy
- Are systematically validated as per the Validation policy.

Trainer/Assessors are responsible for:

- Informing students about the assessment process, including:
 - What will be assessed.
 - How it will be assessed.
 - When the assessment will be undertaken.
 - Circumstances in which the assessment will take place.
 - Complaints and appeal policy and procedures.
- Liaising and negotiating with participants regarding any reasonable adjustments required.
- Providing timely and constructive feedback to participants.
- Providing time and appropriate feedback to students.
- Recording and retaining assessment outcomes on the Learner Management System (Moodle).
- Using current version of assessment documents.

If a student has not achieved an individual competency within their first attempt, they can then re-submit the assessment task by addressing the feedback and correcting the errors.

Assessment tools provide a means of collecting evidence. Assessment tools will be developed and reviewed as per the Validation policy. The Training Manager, Training Assistant and Trainer/Assessor will work together to ensure the Assessment Tools meet the Principles of Evidence and the Rules of Evidence.

Each Assessment Tool will include:

- Assessment cover sheet: outlining purpose of assessment, assessment items/tasks to be completed, instructions on how to complete the assessment, requirements/conditions of assessment, context/scenario, submission details.
- Assessment.
- A marking guide for assessor's use
- Mapping to requirements of unit of competency

- A range of assessment methods will be used to suit the unit/s of competency, such as:
 - Direct observations – assessed in real or simulated workplace
 - Product based methods such as work samples
 - Portfolio such as written documents, videos, logbook
 - Questioning, generally used for knowledge evidence and can include written questions, oral questions
 - Third party evidence

4 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Executive Officer
Advisory Committee to Approval Authority	Committee of Management
Administrator	Training Manager
Next Review Date	November 2022

Approval and Amendment History	Details
Original Approval Authority and Date	
Amendment Authority and Date	
Notes	Update to original Assessment Policy Oct 2019