

Assessment / Reassessment Policy

Purpose

Advanced Training Institute to comply with the principle of assessment and rule of evidence for conducting assessments.

Scope

Assessment tasks and work placement tasks/ practical observation.
Recognition of prior learning.

Policy

Policy applies to all staff of Advanced Training Institute who is directly or indirectly responsible for assessing the students, providing support, enrolments and maintaining records. The policy is designed to ensure that ATI delivers quality training.

- Trainers and assessors must fulfil the assessor's requirements against SRTOs 2015.
- Trainers must inform the students with assessment requirements, outcomes, duration of each unit and final completion date.
- Trainers must ensure learners participation by providing additional support and flexibility. If a student is unable to participate additional catch up sessions should be organised during the duration of the course.
- Trainers must adhere principles of assessment (valid, reliable, flexible and fair)
- Trainers must adhere rules of evidence (authentic, sufficient, valid and current)
- Assessment must meet all requirements form the training package.
- All assessment outcomes must be retained securely for a minimum of six months from the date of completion of the unit of competency.
- For RPL assessment outcomes and evidence must be enough to demonstrate the assessor's judgement of the students' performance against the training package requirements.
- Reasonable adjustments must be made by the assessor considering the needs of the student.
- Students who have shown unsatisfactory performance at first attempt must be given the two more opportunities to resubmit the assessment.
- Assessment tools and student information must clearly state that the student has understood the plagiarism and the further opportunity to resubmit the task if deemed unsatisfactory at first instance.
- Students have right to complain and appeal if he/she is not satisfied with the results.
- The statement of right to appeal must be signed by the student.
- Where work placement is mandatory component of assessment the trainer/assessor must receive feedback and comments from the work place supervisor before finalising the results.
- Work placement agreement and workplace suitability checks must be completed by the ATI staff before commencement of work placement.
- Parent consent form must be signed and placed in student file along with work place agreement.
- Student must answer all components of assessment correctly to be deemed competent in a unit of competency.

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Procedure

1. Training and assessment strategy must be consulted before commencement of course.
2. All assessment tools must be mapped against training package requirements.
3. Student should be given comprehensive information about the course, unit of competency and expected outcomes at the start of the unit or before assessment.
4. Work placement expectations must be discussed with student/supervisor and a copy given to the supervisor before commencement of work placement and copy to be retained by the RTO.
5. Complain and appeal process must be explained to the student. [Refer complain and appeal policy.](#)
6. Complain and appeal forms must be easily assessable by the students.
7. ATI must retain samples of completed assessment tasks for the period specified above.
8. Trainers/assessors must provide feedback within 10 working days from the date of submission of assessment by the student.
9. Completed assessments must be retained for validation and moderation. [Refer validation policy](#)
10. Trainer must retain evidence of participation – attendance and assessment summary sheet.
11. Any request for special needs must be kept in student file.

Application

Training manager, trainers are responsible for implementing the assessment policy to maintain reliability and code of assessment. Compliance manager would intervene for complains and appeal and facilitate the process.

Records

- Assessment records to be retained against ASQA standards and Guidelines.

Standards

ASQA Standards for Registered Training Organisations 2015 ASQA General Direction Retention requirements for completed student assessment items

Change History

Version	Approval Date	Approved by		Change
		CEO	Delegate	
1	30 August 2012	Omar		
2	10 May 2016	Omar		As per the SNR 2012