



Assessment

Organisational Area

RTO

Authorisation

This Policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 1st of July 2020.

Review Date

This policy will be reviewed every three years or sooner if required.

Scope

This policy is for the Manager, VET Coordinator Trainers and Assessors and any Staff at POCH&LCI who are involved in the assessment process of students in Vocational Education and Training.

This policy also applies to applicants and students at POCH&LCI.

Objective

This policy establishes the framework for quality assurance for POCH&LCI in the management of the assessment system, responsibilities and obligations for assessment.

Policy

POCH&LCI develops and implements assessment strategies to facilitate student learning and to assess achievement against learning outcomes or competency aims. POCH&LCI assessment tools support student-centred approaches to learning. Assessment practices include the provision of constructive and timely feedback to students to provide students with a measure of their progress against stated learning outcomes and assist in their preparation for future assessment.

POCH&LCI encourages and supports Assessors to develop and use relevant and diverse forms of assessment.

Management of the Assessment System

The VET Coordinator and Manager oversee the development, review and monitoring of assessment tools and activities in accordance with AQTF and VRQA standards and POCH&LCI policies and procedures for developing, reviewing and validating courses (including the assessment tools).

Responsibilities and Obligations of Assessment

The VET Coordinator and Manager are responsible for coordinating and monitoring the practice of assessment to ensure that fair, effective, consistent and appropriate assessment practices are in place.

The VET Coordinator and Manager will review Assessment Matrixes and Assessment Schedules developed for each qualification to ensure the instruments and timings of assessments are fair, equitable and consistent with the specifications outlined in the accredited course documents or Training and Assessment Strategies.

POCH&LCI assigns responsibility for conducting assessment to POCH&LCI Assessors and ensures that assessment tasks are consistent with the aims, objectives and content of a course and/or unit of study.



Quality Assurance

The VET Coordinator and Manager are responsible for the regular review of assessment practices and activities. POCH&LCI has in place a range of quality assurance systems and mechanisms to ensure that feedback and input from assessors, students, and external advisers is collated, analysed and acted upon. Information received in relation to a course and/or unit of study is analysed and reported during and at the conclusion of each course delivery.

POCH&LCI welcomes industry input into the development and continuous improvement of courses, delivery processes and assessment strategies (refer to the Industry Consultation Procedure).

Reasonable Adjustment

Assessment tasks may be subject to Reasonable Adjustment where a student has a specific disability or special need.

An adjustment is any measure or action taken in order to provide substantive equality for students with a disability or specific need, and which has the effect of assisting the student to access and participate in education and training on the same basis as students without a disability.

An adjustment is reasonable if it achieves this purpose while taking into account factors such as the nature of the student's disability, the views of the student, the potential effect of the adjustment on the student and others who might be affected, and the costs and benefits of making the adjustment.

There may be more than one adjustment that is reasonable in a given set of circumstances; Trainers and Assessors are required to make adjustments that are reasonable and that do not cause them unjustifiable hardship and that maintain the academic integrity of the qualification or unit being delivered and assessed.

In determining the reasonableness of an adjustment to assessment, the vocational and professional outcomes of the course must be considered in order to ensure assessment decisions are appropriate. (Refer Access, Equity and Cultural Diversity Policy)

The obligation on POCH&LCI to implement any adjustments is subject to provision by the student of timely and relevant advice of the student's individual requirements.

Definitions

Related Documents

Access, Equity and Cultural Diversity Policy
Continuous Improvement Policy & Procedure
Student Feedback Policy & Procedure
Industry Consultation Procedure
Student Complaints and Appeals Policy & Procedure
Reasonable Adjustment Procedure

Recognition of Prior Learning Policy
Recognition of Prior Learning Application Form
Prospective Student Information
Industry Feedback Questionnaire
Systematic Validation Procedure

Document Locations

Policies and Procedures Manual
Website

Related Legislation



Australian Quality Standards Framework (AQTF) 2013
VRQA Guidelines for VET providers 2019
Disability Discrimination Act 1992
Disability Standards for Education 2005 (Attorney-General's Department website at www.ag.gov.au.)

Area of Compliance

AQTF Standard 1.5, 2.3 & 2.5
Skills First current year Service Agreement



Date reviewed	Version	Details of changes (if any)	Date of next review
17/09/2015	1.0	Original document	17/09/2018
28/06/2017	2.0	Adding references to Systematic Validation Procedure	28/06/2020
24/4/2020	3.0	Changing name of Accredited training coordinator and updating outdated legislation versions. Removed Moderation and Validation definitions	24/4/2023

Date reviewed	Version	Details of changes (if any)	Updated by	Approved by	Date of next review
01/07/2020	4	Added Updated by and Approved by in version control Added more detail to reasonable adjustment	L Denman	C Harris	01/07/2023

Master document is the Electronic File.

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