

## Assessment

### Organisational Area

RTO

### Authorisation

This Policy was reviewed and adopted by the Park Orchards Community House & Learning Centre Incorporated (POCH&LCI) on 28<sup>th</sup> June 2017.

### Review Date

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

### Scope

This policy is for the Manager, Accredited Training 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 Accredited Training 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 Accredited Training 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 Accredited Training Coordinator and Manager will review Assessment Matrices 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 Accredited Training 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. Adjustments are measures or actions taken in order to provide substantive equality for students with a disability or specific need. 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. 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)

## Definitions

### Moderation

Assessment moderation is the review of assessment decision-making to ensure consistency in grading. A group of assessors will meet to discuss their assessment processes and tasks with a view to identify issues and making improvement.

### Validation

Assessment validation involves comparing, evaluating and reviewing assessment processes, methods and tools and the subsequent assessment decisions. (Refer to Systematic Validation Policy)

## 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

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) 2010  
VRQA Guidelines for VET providers 2016

## Area of Compliance

AQTF Standard 1.5, 2.3 & 2.5  
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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

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