



## ASSESSMENT POLICY

### Organisational Area

Registered Training Organisation

### Authorisation

This policy was adopted by the CEO of the North Ringwood Community House Incorporated in January 2020

### Review Date

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

### Scope

This policy is for the CEO, Accredited Training Coordinator Trainers and Assessors and any Staff of NRCHI who are involved in the assessment of students in accredited training.

This policy also applies to applicants and students of NRCHI.

### Objective

NRCHI is committed to implementing valid, reliable, fair and flexible assessment processes that comply with the AQTF requirements to best allow students to present evidence of their skills and knowledge when matched against specific National Competency Standards.

This policy outlines how NRCHI will meet the requirements of assessment related to the issuing of accredited and nationally recognised units of competency and qualifications.

### Assessment Implementation

An assessment can be:

- Presented in a range of formats and within various contexts
- Undertaken by a student as part of a qualification or as a single unit of competency
- Within the following formats:
  - a) Recognition of Prior Learning and Recognition of Current Competency
  - b) Work placement assessment or undertaking a simulated work activity
  - c) Oral assessment
  - d) Research and written assignments
  - e) Presentations
  - f) Group work, activities or project based
  - g) Short question and answers, either written or oral.

All assessment tasks should be submitted by the specified deadline or undertaken at the appointed time and date. A student unable to complete an assessment due to illness, or exceptional circumstances, may apply for

a deferred special assessment.

If a student is assessed as Not Yet Competent on completion of the delivery of the training and assessment, the student will be allowed up to 12 months from the course end date to resubmit the Not Yet Component assessments. This date may be extended at the discretion of the Training Coordinator. The student will not incur an additional fee for the delayed assessment.

Where an assessment attempt has been deemed 'Not Yet Satisfactory', students will be given the opportunity to provide further evidence to support competence through one re-assessment procedure at no extra cost. Any additional re-assessments beyond this may have an associated fee of \$50 per resubmit.

If any additional workplace assessment (more than 2 assessments) is required, the student will be charged \$50 for each hour or part hour required for the trainer/assessor to complete the assessment.

In order for an assessment to be fair, reasonable and robust, a student's attendance rate is to be at least 80%. A student's inability to demonstrate this volume of learning and engagement necessitates immediate action by the student and trainer.

### Responsibilities of the student

The information provided on assessment by NRCHI must be understood by the student. A student must proactively seek clarification if their role and responsibilities are not clear.

- The student needs to clearly indicate to the assessor concerns or requests that could potentially disadvantage them in their efforts to demonstrate their competence during the assessment process.
- It is the responsibility of the student (where possible) to articulate their needs and to be willing to negotiate a strategy/ outcome that will meet their needs and is acceptable to NRCHI and other parties if relevant.
- The student will undertake the assessment process with the intent of demonstrating their own abilities and knowledge, through participating in the activity organised by the assessor to achieve a positive outcome.
- Students should hand in written assessments in accordance with the guidelines for written assessments (cover sheet and signed declaration).

### Responsibilities of the assessor

NRCHI is committed to maintaining the quality of assessors that prepare, coordinate and implement assessment processes on our behalf.

- All assessors engaged to undertake assessments will comply with the requirements of the AQTF, and possess current and relevant qualifications and vocational experience to undertake valid, reliable, fair and flexible assessment activities to ensure that all students are offered the opportunity to demonstrate their competence.
- Assessors will provide all relevant information relating to the proposed education and assessment to be undertaken prior to the student's participation. Students will be fully informed of the nature of assessment and the options that are available to them to allow further planning and negotiation if relevant.
- Assessors need to inform a student prior to the assessment process being undertaken, of the appeals procedure that can be utilised if the student wishes to proceed with an appeal or grievance against the assessment outcome or process.
- Assessors will document the results of the assessment process for individual students in line with the Procedure for Issuing Qualifications and Statements of Attainment implemented by NRCHI.
- The student will be informed of the outcome of the assessment no later than four weeks from the date the assessment was completed or submitted by the student.
- Prompt, specific, objective and constructive feedback will be given to the student on the outcome of the assessment.

- Assessors will demonstrate integrity and professionalism by respecting the confidential nature of assessment and the communication and records storage procedures established by NRCHI to protect the privacy of students, their history, their records and related documentation.

### Assessment information for assessors

NRCHI is committed to maintaining and enhancing the professional competence of our trainers and assessors. All trainers and assessors are to undertake professional development opportunities to ensure the relevance and effectiveness of their skills in assessment.

### Documentation of the assessment process provided to the student

- All assessment processes undertaken by NRCHI staff address the specific National Competencies identified in the nationally accredited education being undertaken by the student.
- All documentation presented to the student that outlines the assessment activity to be undertaken will also specify the individual National Competencies that the student will be assessed against. This specific detail will correspond to the enrolment and resulting data that the student will also receive.
- It is a requirement of the Australian Quality Training Framework and the practice of NRCHI to retain documentation of each student's participation in assessment and the feedback offered to the student by the assessor and outcome of the assessment. This documentation may include:
  - a) Copies of written overviews presented to students, which outlines the purpose of assessment and the National Competencies being addressed in the assessment.
  - b) Copies of written comments; including Assessment Cover Sheets, Re-submit Forms and Workplace Assessment Books as feedback on student progress or assessment outcomes for individual students.
  - c) Moderation and validation of assessments undertaken by NRCHI.
  - d) Original record of results in relevant organisational document that records student attendance and participation and/ or results.

### Resulting assessment outcomes

Formative assessments for students are recorded as either:

- Satisfactory
- Not Yet Satisfactory
- Continuing

Students who have gained “satisfactory” in all the formative assessment tasks in a unit (including work placement as applicable), will then be summarily assessed when sufficient evidence is presented to the assessor to determine the competence of the student against National Competency Standards.

A result is recorded into the Student Records Data System (VETtrak) as a valid record of the student's progress in achieving the qualification or unit. These outcomes are recorded as:

- Competent
- Not Yet Competent
- Continuing

A statement of attainment for a unit of competency may be issued when all the requirements of that unit have been assessed and a student is assessed as Competent.

### Assessment appeals

Assessment appeals policy and process are outlined in the Complaints and Appeals Policy



### Ongoing moderation and validation of assessment practices

Assessment validation policy and processes are outlined in the Assessment Validation Policy.

It is a continuing practice of NRCHI to lead moderation and validation activities for assessors

- to maintain consistency of assessment by a range of assessors
- To provide opportunities for assessors to seek feedback from colleagues and stakeholders on the assessment activities.

### Related Documents

Assessment Validation Policy and Procedure  
Issuing Qualifications and Statements of Attainment Policy  
Assessment Cover Sheet  
Relevant Unit of Competencies

### Document Locations

Website  
Electronic file folders accessible by NRCH Administration staff  
Policy and Procedure Manual

### Related Legislation

Australian Quality Standards Framework (AQTF) 2010  
Victorian Registration and Qualifications Authority (VRQA) Guidelines for VET Providers (2018)

### Area of Compliance

AQTF Standards 1.2, 1.3, 1.5, 2.3, 3.1  
VRQA Guidelines for VET Providers Guideline 4.1, 4.2  
*Skills First Skills* Quality Charter  
DE&T VET Funding Contract *Skills First* Program Clause 4.1, 4.2, 5.1 Schedule 1 5.7 - 5.11, 7.1-7.8, 7.17 - 7.20



## Policy

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Date reviewed	Version	Details of changes (if any)	Date of next review
Jan 2019	V3	Revision of policy to improve clarity, better record competency assessment arrangements and reformat	Nov 2021

Master document is the Electronic File.

This document is uncontrolled when printed.