

ASSESSMENT POLICY & PROCEDURE

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Responsible Person:	CEO	Reviewed by:	CEO
NRCHI Area:	Operational / RTO	Review Date:	27/3/25
Approved and adopted by:	Board of Governance	Next Review Date:	March 28

Scope

This policy and procedure applies to the CEO, Accredited Training Coordinator, Trainers, Assessors, and all other staff involved in assessment activities. It also applies to all applicants and enrolled students undertaking nationally recognised training at NRCHI.

Purpose

This policy outlines NRCHI's commitment to delivering valid, reliable, fair, and flexible assessment practices in accordance with the Australian Quality Training Framework (AQTF) and the Victorian Registration and Qualifications Authority (VRQA). The purpose of this document is to ensure all stakeholders understand the standards, expectations, and processes that underpin assessments within NRCHI's accredited training programs. This policy should be read in conjunction with NRCHI's **Reasonable Adjustment Policy**.

Policy Statement

NRCHI is committed to developing and delivering assessments that meet regulatory requirements and support student success. All assessments are designed to accurately evaluate a student's competence against national units of competency and are implemented using student-centred approaches, with a focus on quality, integrity, and accessibility.

Principles of Assessment

Assessment practices at NRCHI are based on the following principles:

- **Fairness:** Individual student needs are considered, reasonable adjustments are made, and students are informed and involved in the process.
- **Flexibility:** Assessment methods reflect student needs and prior learning, using diverse formats where appropriate.
- **Validity:** Evidence must align with the outcomes described in the units of competency and reflect real-world application.
- **Reliability:** Assessments are consistent, and outcomes are not dependent on individual assessors.

Rules of Evidence

To support the principles above, the following rules apply to all evidence collected:

- **Validity:** Evidence must directly relate to the competency being assessed.

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- **Sufficiency:** Enough evidence must be collected to confirm competency across all required elements and performance criteria.
- **Authenticity:** Evidence must be the student's own work.
- **Currency:** Evidence must reflect current knowledge and skills, typically demonstrated in the recent past.

Responsibilities

Students

- Understand and comply with assessment requirements.
- Proactively communicate any needs for support, clarification, or reasonable adjustment.
- Submit all assessments by due dates and retain copies of submitted work.
- Complete assessments honestly and independently.

Trainers and Assessors

- Hold current qualifications and vocational competencies as required by the AQTF.
- Ensure students are fully informed of assessment tasks, due dates, and expectations.
- Provide fair, consistent, and timely assessments with constructive feedback. Students must be informed of the outcome of the assessment no later than four weeks from the date the assessment was submitted.
- Inform students of the appeals process and document all outcomes securely and confidentially.

Accredited Training Coordinator

- Oversee the development, review, and validation of assessment tools and strategies.
- Monitor assessment practices for consistency, fairness, and alignment with training packages and course documentation.
- Approve extensions and reassessment processes as needed.

Assessment Procedure

Assessment Planning and Preparation

Assessment strategies are developed based on Training and Assessment Strategies (TAS) and unit requirements. Students are briefed on all assessment tasks, methods, and deadlines at the start of each unit. Reasonable adjustments are discussed and implemented where applicable.

Conducting Assessments

Assessments may include:

- Written tasks or reports
- Oral questioning
- Practical observations
- Simulated workplace activities
- Presentations or group projects



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- Recognition of Prior Learning (RPL)

Each assessment must align with the unit's performance criteria and include opportunities for students to demonstrate competence in realistic workplace contexts.

Submission and Extensions

Assessments are due two weeks after the final day of the unit. Extensions may be granted if a student submits an approved Extension Request Form. Submissions made without approval after the due date may be marked as Not Yet Satisfactory (NYS).

Reassessment and Completion Timeframes

Students who are assessed as Not Yet Competent (NYC) or NYS are allowed one reassessment attempt at no cost. Further reassessment opportunities may be offered within 12 months of the course end date, without additional fees unless further workplace assessments are required. Additional workplace assessments beyond two attempts will incur a fee of \$50 per hour or part thereof.

Students must complete any required work placements within 12 months of course completion. Extensions may be granted at the discretion of the Training Coordinator.

Attendance and Engagement

A minimum attendance rate of 80% is required to ensure adequate participation and learning. Failure to meet this threshold may impact assessment eligibility and will trigger a review with the Accredited Training Coordinator.

Recording Assessment Outcomes

Assessment outcomes are recorded as:

- **Satisfactory (S)** - Student has met the assessment criteria for the task.
- **Not Yet Satisfactory (NYS)** - Student has not met the required standard for the task.
- **Competent (C)** - Student has demonstrated all required competencies for the unit.
- **Not Yet Competent (NYC)** - Student has not met the competency requirements for the unit.
- **Withdrawn (W)** - Student has withdrawn prior to completing the unit.
- **Credit Transfer (CT)** - Student has received credit for equivalent formal learning.
- **Recognition of Prior Learning (RPL)** - Credit awarded based on recognition of informal or experiential learning.

All results are recorded in NRCH's student management system (VETtrak) and retained in accordance with regulatory requirements. See NRCH **Outcomes Recording Policy**.

Issuing Statements of Attainment and Qualifications

A Statement of Attainment is issued once a student has been assessed as Competent in all required units. This complies with AQTF requirements and reflects successful demonstration of all associated competencies. See NRCH **Issuing Qualifications and Statements of Attainment Policy**.

Appeals



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Students may appeal an assessment decision through the **Complaints and Appeals Policy**. All appeals are handled fairly and in a timely manner.

Moderation and Validation

NRCH conducts regular assessment validation and moderation activities to ensure the consistency, accuracy, and quality of assessment practices. These activities support continuous improvement and professional development for assessors. See **NRCH Assessment Validation Policy**.

Related Documents

Assessment Validation Policy and Procedure
Issuing Qualifications and Statements of Attainment Policy
Student Outcomes Recording Policy
Reasonable Adjustment Policy
Assessment Cover Sheet
Relevant Unit of Competencies
Complaints and Appeals Policy
Complaints and Appeals Form
Student Handbook
Practical Work Placement Policy

Document Locations

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
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

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
April 2021	V4	Clearer wording for principles of assessment and rules of evidence	April 2024
April 2022	V5	Assessment turnaround and Moodle access for extensions added. Addition of Assessment Implementation information	April 2025
May 2025	V6	Addition of placement completion within 12 months Removal of reference to DE&T Significant reformatting	March 2028