

Assessment Policy

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
Assessment Policy	January 2020/V1.0	CEO and/or nominee	Ensure compliance with Standards for Registered Training Organisations (RTOs) 2015

Policy scope

The Assessment Policy applies to all organisational trainers and assessors who conduct assessment for national qualifications, VET accredited courses, skill sets and units of competency.

It also includes external personnel conducting assessments on the organisation's behalf as part of partnership agreements.

Policy purpose

The Assessment Policy establishes the framework for quality assessment practices that meet the ASQA Standards, Principles of Assessment and Rules of Evidence.

Policy statement

All students are assessed according to the requirements of the VET Quality Framework, which includes the Australian Qualifications Framework, the Standards for Registered Training Organisation (RTOs) 2015, particularly the Clauses that relate to the organisation's Training and Assessment Strategies, the Assessment System, the Assessment Validation and Recognition processes, the requirements of the Assessor and Principles of Assessment and the Rules of Evidence.

This Organisation accepts AQF certification documentation issued by other RTOs in accordance with the Standards.

Legislative/statutory requirements

- Standards for Registered Training Organisations (RTOs) 2015, particularly Standard 1.
- Australian Qualifications Framework (AQF)
- Privacy of Information legislation

Trainer and Assessor Requirements

All trainers and assessors should hold as a minimum the required qualification **Certificate IV in Training and Assessment** together with all other requirements required by the regulator see <https://www.asqa.gov.au/standards/chapter-4>

All staff employed as Trainers and Assessors who provide both training and assessment **MUST** also have:

- vocational competencies at least to the level being delivered
 - current industry skills directly relevant to the training and
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assessment being provided

All trainers and assessors must undertake regular professional development in adult vocational training and assessment in a competency based system

All trainers and assessors must have their qualifications verified by the RTO (on their Trainer and assessor matrix) with a copy of the verified documents held on their personelfile.

No trainer and assessor is to be employed without all of the requirements and no one is to be employed to work under supervision.

All Trainers and Assessors must have completed a **Trainer and Assessor Matrix**.

Associated documents

- Assessment Procedures
 - Credit Transfer Policy
 - Recognition Policy and Recognition Procedure
 - Training and Assessment Strategy
 - Statement of Attainment Checklist Template
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Measure of policy effectiveness

The effectiveness of this Policy will be determined by:

- Effective implementation of the Policy and related Procedures represented by zero discrepancies reported in cross-organisation checking of assessment practice and outcomes
 - Outcomes from internal and external audits
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Induction

Refer to organisational and induction processes to confirm specific induction requirements related to this Policy.

Definitions/acronyms

ASQA: The Australian Skills Quality Authority (ASQA) is the national regulator for Australia’s vocational education and training sector.

TGA: National Training Register (www.training.gov.au)

AQF: Australian Qualifications Framework
