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Approved by	CEO
Policy Owner	The Spectrum Organization Association Inc

Policy Statement

This policy defines the requirements for assessment to occur in any and all cases and ensures that all assessment judgements are consistent with both the rules of evidence and the principles of assessment.

All participants who undertake a qualification or training product that leads to a full or partial completion of a national qualification are assessed in accordance with the relevant training package requirements using the approved assessment tools developed and implemented by the Spectrum Training.

An assessment system includes not only the actual materials used directly in conducting assessment, but also policies, procedures and other supporting documents and tools that inform the way assessment is conducted within the RTO.

Statement of Purpose

This policy defines the expectations upon the conduct of assessments undertaken by stakeholders of the Registered Training Organisation (RTO).

Scope

This policy applies to all Training and Assessment activities carried out by the Registered Training Organisation.

Procedures and Principles

Training and Assessment Strategy

In developing the Training and Assessment Strategy (TAS) and assessment tools for each qualification, the RTO will ensure:

- Compliance with the assessment guidelines from the relevant Training Package or accredited course.
- Assessment leads to a qualification or statement of attainment under the Australian Qualifications Framework (AQF).
- Assessment complies with the principles of competency-based assessment and informs the student of the context and purpose of the assessment.
- The rules of evidence guide the collection of evidence to support the principles of validity and reliability.
- There is a focus on the application of knowledge and skills to the standard expected in the workplace, including skills for managing work tasks, contingencies, and the job environment (e.g. dress, communicating with supervisors, etc.).
- Training and assessment is developed in conjunction with industry standards.
- Timely and appropriate feedback is given to students.
- Are systematically validated as per the Validation policy

An approved Training and Assessment Strategy for all qualifications must be in place prior to any and all assessment for that qualification being undertaken.

Assessment Tools

All assessment tools, whether externally or internally designed, must be validated prior to being used and this validation must be updated regularly according to the Validation Schedule. Training manager will ensure and monitor this schedule and make sure that the Trainers are aware of the currency of tools being utilised in the delivery.

Assessment Tools provide a means of collecting evidence. Assessment Tools will be developed and reviewed as per the Validation schedule. The Training Manager and Trainer/Assessor will work together to ensure the Assessment Tools meet the Principles of Evidence and the Rules of Evidence. Each Assessment Tool will include:

- Assessment cover sheet; outline purpose of assessment, assessment items/tasks to be completed, instructions on how to complete the assessment, requirements/conditions of assessment, context/scenario, submission details.
- Assessment.
- Solutions.
- Marking checklist.
- Mapping the assessment tools to the requirements of unit of competency.
- A range of assessment methods will be used to suit the unit/s of competency, such as:
 - Direct observations – assessed in real or simulated workplace.
 - Product based methods such as work samples, role plays, scenarios, reports, displays.
 - Portfolio such as written documents, videos, logbook.
 - Questioning, generally used for knowledge evidence and can include written questions, oral questions.
 - Third party evidence.

Assessment Personnel

All assessors must meet the requirements of the ASQA Standards for Registered Training Organisations 2015 (i.e. TAE40116 Certificate IV in Training and Assessment; current industry skills at the level being delivered and assessed; relevant competencies at the level being delivered and assessed) and have a current Trainer and Assessor matrix on file.

Trainer/ Assessor is responsible for informing students about the assessment process, including:

- What will be assessed.

- How it will be assessed.
- When the assessment will be undertaken.
- Circumstances in which the assessment will take place.
- Complaints and appeal policy and procedures.
- Liaising and negotiating with participants regarding any reasonable adjustments required.
- Providing timely and constructive feedback to participants.
- Recording and retaining assessment outcomes.
- Retaining student work for six months from the date on which the decision on competence for the individual unit or module was made, in hard copy or electronically.
- Use current version of assessment documents.

If a student has not achieved an individual competency or an instrument assessing a cluster of competencies within their first attempt, they can then re-submit the assessment task by addressing the feedback and rectifying the errors.

Assessment Conditions

Assessment conditions describe the conditions under which a student must demonstrate the performance evidence and knowledge evidence, including any specific requirements for resources, trainers and assessors and the context for assessment.

Assessment Judgements

All assessment judgements must be made against the benchmarks set in both the Training Package and/or Unit of Competency, as well as the Training and Assessment Strategy. No assessment judgements - even for the purpose of reasonable adjustment - can deviate from the competency requirements outlined in the Training and Assessment Strategy and the Training Package and/or Unit of Competency. Assessment judgements, irrespective of the trainer/ assessor assessing them must have a consistent outcome.

Validation of Assessment

Validation is a review of assessment judgements made by your RTO and is generally conducted after assessment is complete. The process will be undertaken in a systematic way and following the validation schedule.

RPL Assessments

All learners will be provided the option of recognition of prior learning (RPL) for all units of competency undertaken unless it is an offence to do so, breaches legislation or a regulatory instrument, or breaches an approved contract. Due process will go into awarding these credits, as students still must meet the standards of competence set by industry. All

evidence will be retained by Spectrum on record along with trainer/assessor's evidence of how they have determined a candidate's successful application, including (but not limited to) the RPL Checklist as a minimum.

Reasonable Adjustment

All learners will be afforded a chance to have a reasonable adjustment to their assessment should it not be suitable to their personal situation. Ensure any required adjustments are made to the training and assessment program for each student.

Consider the student's needs in the assessment process and make reasonable adjustments to accommodate the student (such as providing oral rather than written assessment). However, this must not compromise the rigour of the assessment process (e.g. if there is a requirement to complete documentation in a unit of competency, oral assessment would not be appropriate).

Submission of Assessments

In all cases Spectrum only accepts assessments from students under the following conditions:

- The assessments have been submitted through Spectrum's aXcelerate Learning Portal, or
- The assessments have been emailed to Spectrum (Training@spectrum.org.au) in either Microsoft Word or PDF formats. No other formats will be accepted, and assessments will be returned to students for reformatting, or
- The assessments have been mailed or otherwise delivered to Spectrum in a hard copy format where the contents of the assessment are deemed to be legible. Students must retain copies of their work, as Spectrum is not responsible for any submissions lost due to mailing error.

Assessment Resubmissions

Where a student has failed to meet the requirements of an assessment for any reason, that student will be asked to either resubmit the assessment or where the assessment is based on a practical task re-undertake that task. Each attempt will be considered a separate resubmission. Students are allowed three resubmissions, after which they may be required to pay an additional fee for each resubmission.

Policy Approval Authority

CEO (The Spectrum Organization Association Inc)

Review and Evaluation

This policy will be reviewed on an 'as required' basis.

Statutory and Regulatory Compliance

- National Standards for RTOs 2015 and subsequent amendments