ASSESSMENT POLICY AND PROCEDURE

Purpose

Signature Training College ensures that all assessments and evaluations be done in accordance with the assessment criteria of relevant training packages(s) and in line with Standards for RTOs 2015.

Policy

Clause 1.8 of Standards for RTOs 2015 specifies that*:*

The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):

- complies with the assessment requirements of the relevant training package or VET accredited course; and
- is conducted in accordance with the Principles of Assessment and the Rules of Evidence.

Clause 1.12 Standards for RTOs 2015 specifies that an RTO must develop and implement a system to ensure**:**

1. assessment judgements are consistently made on a sound basis
2. validation of assessment judgements is carried out.
3. An assessment system includes not only the actual materials used directly in conducting assessment, but also policies, procedures and other supporting documents that inform the way assessment is conducted within your RTO.
4. For a student to be assessed as competent, your RTO must ensure the student demonstrates their:

   o ability to perform relevant tasks in a variety of workplace situations, or accurately simulated workplace situations

   o understanding of what they are doing, and why, when performing tasks

   o ability to integrate performance with understanding, to show they can adapt to different contexts and environments.

5. A student must be assessed against all the tasks identified in the elements of the unit or module

Signature Training College ensures that assessment is a controlled and ordered process that is designed to ensure that assessment decisions are fair, valid, consistent, and reliable, in relation to individual student(s), different assessors and the current situation.

This policy and procedure will be:

- communicated to all Trainer(s) and Assessor(s);

- communicated to, and understood by, students;

- readily available for staff to access;

- reviewed on a regular basis, with Trainer(s) and Assessor(s), students and management (and possible validation and moderation partners) input.

Training or Assessment or Session Plan

There is a Training or Assessment or Session Plan for each qualification registered on the scope of Signature Training College. The plan is developed by Trainer(s) and Assessor(s) that includes competencies to be assessed, the assessment schedule, assessment processes, methods, and instructions for students. Students are provided with a copy of the Training or Assessment or Session Plan at the time of enrolment. Updates will be provided to students when changes occur.

Procedure

1. At the commencement of the course, students are advised of the general assessment tasks, performance criteria and requirements of each unit of competency they will need to attain for the issuance of relevant qualifications.

2. All students complete relevant assessments along with the training schedules and then submit the completed assessments for marking with signed statement of authenticity.   Most of the assessments need to be submitted through Learning Management System (MOODLE). All students will be provided with a online username and password in the Learning Management System (MOODLE). By signing onto the Learning Management System (MOODLE), the student automatically signs and acknowledges an authenticity declaration as part of submitting their assessments. See Moodle Manual.

3. The Academic and Compliance Manager or RTO Manager and respective Trainer(s) and Assessor(s) will ensure that students submitted assessments are all signed and dated with a statement of authenticity. See Trainer(s) and Assessor(s) Policy and Procedure.

4. The Academic and Compliance Manager or RTO Manager will ensure that all assessment will be marked/evaluated within 10 working days following the date of submission, unless otherwise agreed.

5. The appointed Trainer(s) and Assessor(s) returns the marked units' assessments (Competent or Not Yet Competent) with signed assessments feedback sheets to students and notify the Academic and Compliance Manager or update the result into the system within 10 working days following the date of submission, unless otherwise agreed.

6. If being deemed Not Yet Competent in an assessment, students will be offered the opportunity to resubmit 3 times.

   Note: Warning Letter for Unsatisfactory Course Progress will be issued to the students. Students Services Officer will then arrange or organise an Intervention appointment to the Academic and Compliance Manager and students are given another opportunity to resubmit an assessment.

7. The student has the opportunity to dispute the Trainer(s) and Assessor(s)' decision and request for re-assessment according to Signature Training College's complaints and Appeal Policy and Procedure.

8. The Academic Compliance Manager or RTO Manager will ensure that all students' assessments as required have been marked as competent before issuance of certificates and/or statement of attainment and/or statement of results.

9. All records will be scanned and stored in the Students' Academic Folder and electronic folders, DROPBOX which shall be securely stored. See Record Management Policy and Procedure

10. All assessments submitted by students, assessment feedback by the appointed Trainer(s) and Assessor(s), resubmitted assessments, appeals etc. will be scanned and stored in the students' electronic folders.

Roles and responsibilities for implementation of Assessment Policy and Procedure

- The RTO Manager or Academic and Compliance Manager
  - ensure the assessments are fair, valid, consistent in relation to individual studies.
  - ensure that no qualification or certificates or transcripts will be issued until the final assessment checklist has been submitted by the with the signature(s) of the approved Trainer (s) and Assessor(s) with all assessments marked as Competent.
- Trainer(s) and Assessor(s)
  - students submitted assessments are all signed and dated with a statement of authenticity.
  - ensure the assessments are marked fair, valid and consistent.

- Student Services Officer will ensure that
  - update the result into the Student Management System (VETtrak) within the date of submission, unless otherwise agreed.
  - all records will be scanned and stored in the Students' Academic Folder and electronic folders, DROPBOX which shall be securely stored

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	Trainer(s) and Assessor(s)
Implementation Officer	Academic and Compliance Manager Student Services Officer Student Support Officer IT & Quality Support Officer
Last Approval	16 March 2022
Review Date	16 March 2023
Approved by	Chief Operating Officer
Associated Documents	
Trainer(s) and Assessor(s) Policy and Procedure Record Management Policy and Procedure Complaints and Appeals Policy and Procedure Moodle Manual	
Version Control	
Version 2.0	