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# Training and Assessment Policy & Procedure

## 1. Purpose

Assessment is an integral part of the learning and teaching system and an important aspect of maintaining academic standards. It measures the achievement of competency and formally certifies student achievements for external audiences.

Assessment at SkillWise Training is linked to specific competency and based on clearly articulated criteria that help students understand the characteristics of high-quality work. It supports student-centered approaches to learning. In keeping with SkillWise Training's strongly applied focus to teaching and learning, each Trainer & Assessor endorses relevant diverse forms of assessment primarily drawing on real life practice.

SkillWise Training has an established set of principles that guide learning and teaching within the organisation.

## 2. Definitions

**Assessment:**

The process of collecting evidence and making rulings on whether competency has been achieved, to confirm that an individual can perform to the standard or level of achievement required within a Unit of Competency.

**Competency:**

The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situation and improvements (Standards for Registered Training Organisations 2015: User's Guide).

**Disability:**

Has the same meaning as in section 4(1) of the Disability Discrimination Act 1992 (Cth), and includes physical, psychological and psychiatric conditions and injuries, and ongoing medical conditions.

**Formative Assessment:**

Helps students and staff to identify strengths, weaknesses and ways to improve and enhance student learning. It is intended to support student learning rather than determine a final result.

**Summative Assessment:**

Evaluates the quality of students' learning and involves assigning a grade or numerical result based on how effectively students have addressed unit of competency requirements.

**Assessment Moderation:**

The process of establishing comparability of standards in student performance so that rulings

made of student performance are consistent. The goal of assessment moderation is to assure assessment decisions are valid, reliable, consistent and fair.

**Assessment Validation:**

The quality review of the assessment process. It involves checking that assessment tools produce valid, reliable, sufficient, current and authentic evidence to enable reasonable rulings to be made as to whether the requirements of a course unit of competency, or training package are met. It includes the review of a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes and acting upon these recommendations.

## 3. Scope

This policy applies to all VET courses within SkillWise Training. All staff must comply with its policy whenever they are engaged in any aspect of the assessment process.

## 4. Principles of Assessment

- Fairness:
  the individual student's needs are considered in the assessment process; where appropriate, reasonable adjustments are applied by SkillWise Training to take into account the individual student's needs; SkillWise Training informs the student about the assessment process and provides the student with the opportunity to challenge the result of the assessment and be re-assessed if necessary
- Flexibility:
  assessment is flexible to the individual student by reflecting the student's needs, assessing competencies held by the student no matter how or whether they have been acquired, and drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.
- Reliability:
  Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.
- Validity:
  the assessment decision is justified based on the evidence of performance of the individual student.

**This principle requires:**

- assessment against the unit(s) of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance
- assessment of knowledge and skills is integrated with their practical application
- assessment to be based on evidence that demonstrates that a student old demonstrate

- these skills and knowledge in other similar situations
- judgement of competence is based on evidence of student performance that is aligned to the unit/s of competency, and associated assessment requirements
- at no point are internal assessment documents such as marking guides, assessor guides or similar materials to be shared with students or their workplace supervisors.

Assessment is designed to develop student learning (formative), to make rulings about student learning relative to stated learning outcomes (summative) and to monitor student learning as a measure of teaching effectiveness. Assessments are to be relevant to the workplace where appropriate and consultation with industry should form part of this process.

RTO Manager/ Training Manager will provide the appropriate support and instruction to trainers regarding the design, implementation and evaluation of assessments. Assessment in VET courses is conducted in accordance with the Principles of Assessment and the Rules of Evidence.

## 5. Rules of Evidence

- **Validity:** the assessor is assured that the student has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
- **Sufficiency:** the assessor is assured that the quality, quantity and relevance of the assessment evidence enable a judgement to be made on a student's competency.
- **Currency:** the assessor is assured that the assessment evidence demonstrates current competency. This requires assessment evidence to be from the present or the very recent past.
- **Authenticity:** the assessor is assured that the evidence presented for assessment is the student's own work. At no point are internal assessment documents such as marking guides, assessor guides or similar materials to be shared with students or their workplace supervisors.
- **Outcomes:** The assessor has written a full report on all observations on how the outcomes have been met under the assessment conditions to ensure accuracy and visibility of the competency either being achieved or not yet achieved. This information is also visible to both the student and the employer where applicable.

## 6. Assessment Validation and Assessment Moderation

Assessment validation and assessment moderation are undertaken as part of SkillWise Training's quality assurance and continuous improvement of teaching and learning activities. Assessment validation and assessment moderation activities are undertaken collaboratively and will involve all staff who deliver and assess the relevant subject or qualification areas. These activities will also be informed by the broader spectrum of external benchmarking activities.

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### 6.1 Assessment validation

SkillWise Training systematically implements ongoing validation of assessment practices and judgements in each course to evaluate quality and drive continuous improvement. Within all VET courses, validation involves checking that assessment practices are in accordance with the Principles of Assessment, and judgements are made in accordance with the Rules of Evidence.

### 6.2 Assessment moderation

the requirement within the RTO Standards to undertake validation of assessment rulings does not prohibit SkillWise Training from undertaking similar activities, such as moderation, or any other process aimed at increasing the quality of assessment.

## 7. Feedback to students

Timely and constructive feedback allows students to monitor their progress and determine where improvements can be made to enhance their learning. Feedback will be provided in a timely manner, usually within two weeks of assignment submission and where practical on the job assessment is undertaken feedback is given at the time of the assessment has been completed on the job.

## 8. Resubmission

### 8.1 Assessments submitted on time.

A student who submits an assessment task on time but whose work is deemed Unsatisfactory will be given two further opportunities to demonstrate competency in that task.

- Following notification of the unsatisfactory outcome, a student will have a further seven (7) calendar days to resubmit or where an apprentice has been deemed NOT yet competent within a work-based training environment they will be required to reperform the assessment upon the next visit from their Trainer.
- If the outcome is still unsatisfactory, a student will have a further two (2) calendar days to submit for the third time **Re-submissions must be made on time.**

If after the third submission the student's assessment is still assessed as Unsatisfactory, that outcome will stand.

### 8.2 Assessments submitted up to seven (7) calendar days after the due date

A student who submits an assessment up to seven (7) calendar days after the due date (or agreed extension date) and whose work is deemed Unsatisfactory will be given one further opportunity to demonstrate competency in that task.

- Following notification of the unsatisfactory outcome, a student will have two (2) calendar days to resubmit. Re-submissions must be made on time. If, after the second submission, the student's assessment is still assessed as Unsatisfactory, that outcome will stand.

### 8.3 Assessments submitted more than seven (7) calendar days after the due date

A student who submits an assessment more than seven (7) calendar days after the due date (or agreed extension date) and whose work is deemed Unsatisfactory will not be given a further opportunity to demonstrate competency in that task unless there are exceptional or extenuating circumstances (see section 9).

## 9. Unexpected or extenuating circumstances

SkillWise Training acknowledges that students may be academically disadvantaged when unexpected or extenuating circumstances impact on their performance or their ability to complete their training and assessment tasks by the specified date. In such circumstances a student may be eligible for a modified arrangement, such as:

- an assessment deadline extension
- re-submission or re-assessment
- deferred assessment
- special consideration

To be granted a modified arrangement, the student must submit the relevant form (Application for Deferral of Assessment). Unexpected or extenuating circumstances are those which were outside the control of the student and/or for which there was no opportunity to prepare in advance.

**Unexpected or extenuating circumstances include:**

- **Medical circumstances:** an unexpected illness, a recurrence of a chronic illness or an accident
- **A disability or illness** for which a variation has already been made will not be accepted unless the disability has been compounded by an unexpected change, or an additional condition.
- **Supporting documentation** must take the form of an original certificate or letter on letterhead from a registered treating medical practitioner, registered health practitioner or approved specialist, depending on the nature of the condition.
- **Compassionate circumstances:** hardship or trauma such as the death or serious illness of a close family member, severe disruption to domestic arrangements, being a victim of

crime or an accident.

- **Supporting documentation** should be submitted to the Student Support Officer along with the relevant form visa email to support@tba; an original medical certificate or letter on letterhead from a registered treating medical practitioner, registered health practitioner or approved specialist, depending on the nature of the condition; a letter from a person qualified to assess and support the application (e.g. clergy providing grief counselling); or a certificate from a funeral director or death notice.
- **Supporting documentation will not be accepted** from a relative or friend. of the student, or friend of the student's family.
- **Special circumstances:** religious observance or obligations, formal legal commitments, military service, service with a recognised emergency management service, representing SkillWise Training, a state or cultural event or unforeseen and significant employment-related circumstances such as a move interstate at short notice.
- **Supporting documentation can include:** a certified call to Australian Defense Force service, a description of the emergency attended for State Emergency Service or Country Fire Service personnel, an original letter confirming changed employment circumstances, an original letter confirming commitments for athletes and performing artists, a copy of an accident report or a court summons.
- **Supporting documentation will not be accepted** from a relative or friend of the student, or friend of the student's family.

**Note:** Reasonable adjustments to assessment that enable a student with a disability or ongoing medical condition to participate on the same basis as other students without a disability will be made according to the Disability Policy.

### 9.1 Assessment deadline extension

If a student has been affected by unexpected or extenuating circumstances and has yet to submit their assessment, they may be eligible for an extension.

- RTO Manager/ Training Manager decides on extension applications.
- Extensions will provide a reasonable time, given the nature of the circumstances, for the student to complete the task without giving the student an unfair advantage over other students. A reasonable time will not extend beyond ten (10) working days except in exceptional circumstances.
- Extension applications must be submitted at least one (1) working day prior to the assessment due date, unless the evidence of unexpected or extenuating circumstances provided indicates this would not have been possible.

### 9.2 Re-submission

If a student has been affected by unexpected or extenuating circumstances and has already submitted or attempted their assessment, they may be eligible for re- submission.

RTO Manager/ Training Manager decides on re-submission applications.

Re-submission allows the student to keep working on a piece of assessment for a reasonable time, given the nature of the circumstances, without giving the student an unfair advantage over other students. A reasonable time will not extend beyond ten(10) working days from the date the student was advised in writing of approval to resubmit, except in exceptional circumstances.

### 9.3 Other modified arrangements

Other alternative assessment arrangements may be approved by the RTO Manager/ Training Manager in exceptional circumstances.

## 10. Grading and assessment criteria

### 10.1 Final notations

All assessments for the courses are assessed according to the rules outlined in the relevant Training Package or accredited course. Each unit of competency is allocated a result as follows:

| Outcome | Abbreviation | Description |
|---|---|---|
| Competent | C | Competent is awarded to a student who has achieved all of the learning outcomes specified for the subject to the required standard. |
| Not Yet Competent | NYC | Not Yet Competent is awarded to a student who has attempted all the assessment items but failed to achieve all the learning outcomes specified for the subject to the required standard. |

### 10.1.1 Other final notations

| Notation | Abbreviation | Description |
|---|---|---|
| Withdrawn | WDN | The student has withdrawn prior to attempting all assessment items. |
| Credit transfer | CT | The student has achieved all the learning outcomes specified for the subject to the required standard through prior |
| Recognition of Prior learning | RPL | The student has achieved all of the learning outcomes specified for that subject to the required standard through prior learning that includes informal and/or non-formal learning, and may also include formal learning |

## 11. Requesting a review of the final result

A student who considers that their final subject result is inappropriate or unfair may request a review of their result by filling the appeal form and submit it to the Student Support Officer via email at studentsupport@skillwisetraining.edu.au. Please refer to the Complaints and Appeal Policy & Procedure for more details.

**The appeal outcome may result in:**

- Adjustment of the student's results, or
- No change to the original results. The student may choose to do an external appeal against the decision under the Policy.